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ILLINOIS REENTRY GUIDE



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UNIVERSITY OF ILLINOIS
AT URBANA - CHAMPAIGN



INTRODUCTION

Welcome home!

The *Illinois Reentry Guide* is meant to be a useful and accessible tool for returning citizens and their families. We hope it will help you transition from life inside to life outside, and provide useful information and advice as you take important steps toward things like employment, housing, and healthcare.

This book was written by members of the University of Illinois' Education Justice Project. The project was initiated by EJP alumni, whose experiences of their own reentry challenges led them to want to support others coming home. You'll find their words of advice and inspiration throughout.

There are three sections in this guide – **Before You Leave, Your First Weeks Out, and Setting Up Your Life**. Within each, we have included detailed information to help you with reentry success. Additionally, there are lists of resources in the appendices in the back of the book. There are also blank pages and check lists to make this book useful to you.

Please provide us feedback! We plan to publish an updated guide in 2016. We'd like to learn what you find most useful in this volume, and what should be changed.

Again, welcome home. We're glad you're back.

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BEFORE YOU LEAVE

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BEFORE YOU LEAVE

MENTAL PREPARATION

Reentry is difficult. Before you leave prison, strive to prepare yourself mentally and emotionally. Seek positivity. You can do it!

You are more likely to succeed if you take the time to plan your transition.

SET REALISTIC EXPECTATIONS

Many people report feeling overwhelmed, anxious, frustrated, and depressed after they leave prison. This is completely normal. Don't be too hard on yourself.

Allow yourself some breathing room and try to be flexible. You might feel a little disoriented at first. Your first job may not be very satisfying. It may take some time for things to feel normal and to achieve the life you want.

“You will have to set goals for yourself to keep you focused and to give you something to strive for prior to your release. However, setting goals does not stop once you're released, it will continue until the end of you. Your successful stay in society will depend highly on your ability to achieve the benchmarks that you've set for yourself; and, it all begins with setting goals.”

– Sean S., EJP Alumni

Before leaving prison, work on practicing patience, both with others and with yourself. When things go wrong, or when you're disappointed, how do you deal with it?

KNOW YOUR STRENGTHS

What have you done in the past to successfully adjust to major life changes? What skills, habits, or traits helped you stay motivated, build positive relationships, and maintain self-respect?

BUILD YOUR SUPPORT NETWORK

People often isolate themselves during tough times, but it helps to keep in touch with friends and family, and meet other people in the same situation. If you're out of the habit of being around people, push yourself to be a little more social,

especially with positive people. This will give you some practice for meeting new people.

Make sure your support system is in place before you leave. Contact family members and friends, especially if it's been a while since you last saw them. Be honest about what you need from them, whether it's housing, financial support, advice, or emotional support. Find out exactly what they expect from you. Who are the people you're counting on to be there for you?

If you are interested in planning to build relationships after reentry, please see our Recreation and Community Support section, p. 56

1. Potential Barriers

Use the checklist to figure out which areas may be a problem for you. Then, plan to address them.

Issues to Face Upon Release	This is a possible problem for me	I can take care of this	I need help with this
Chemical Abuse			
Lack of Money			
Transportation			
Day Care			
Family Problems			
Housing			
Clothing			
Medical			
Telephone			

VITAL DOCUMENTS

It is very important to obtain your vital documents: your birth certificate and social security card. These documents are crucial to setting up your life after prison.

This section will help you get a head start on applying for these vital records. We recommend you begin this process before you are released.

Before applying for either a birth certificate or a social security card, you need to have a mailing address, so be sure you know where you will legally reside upon reentry. Please review the material on Halfway Houses on p. 13 if you don't yet know where to go.

Handling this process can be confusing and frustrating, so give yourself credit for completing each step as you go. Remember, you have the legal right to have these documents. Nobody can refuse to issue them to you just because you have been incarcerated.

BIRTH CERTIFICATE

You must obtain a certified copy of your birth certificate. A certified copy has a state seal and notarization (signature and date) by the registrar. Having a certified, original copy of your birth certificate will help you get the other IDs you need.

Before leaving prison, we recommend you request your birth certificate by mail. To do this, you should contact the County Clerk's

Office in the district where you were born. It costs \$15. If you were born in Illinois, locate your closest office by consulting the *list of Illinois County Clerks printed in Appendix 2*.

Each office is different. Here are some questions we suggest that you ask as you begin the process of obtaining your birth certificate:

- What birth certificate form should I use?
- Can I send someone else to request my birth certificate?
- Do you accept the Illinois Department of Public Health birth certificate request form?
- Can they request my birth certificate in person and get it on the same day?
- Do you accept Illinois Department of Corrections ID cards as a copy of a photo ID?
- What methods of payment do you accept, and how much will it cost?

If you were born in a large city like Chicago, there may be more than one County Clerk's Office. Contact the one closest to where you will live upon release.

ITEMS YOU WILL NEED

- Birth Certificate Request Form
- Copy of a photo ID
- Payment
- Self-addressed, stamped envelope (for mailed requests)

“Get to know your family again. Take it easy.”
– Annette T., EJP Family Member

If you receive your birth certificate by mail while you're still in prison, have it sent to a loved one or a trusted friend to keep for you. They can mail it to your new address when you are released.

If you can't get your birth certificate by mail while you're in prison, a parent or legal guardian may be able to make this request for you. Talk to them about it. You can also request one in person at the County Clerk's Office after you are released. It's often possible to obtain a certified copy the same day you make the request—however, every county has different rules for how to get your birth certificate, so you must speak with your local County Clerk's Office.

The instructions here apply only to those born in Illinois. If you were born in another state, you should contact a friend or family member, or find a way to access the internet, so you can

learn the process for getting a birth certificate from that state.

See Appendix 3 for Cook County and Illinois Birth Certificate Request forms, or try one of the options in the chart below.

“Advice for socializing outside? Learning coping skills and anger management. Being less abrasive and open-minded. Lastly, navigating opposing views and stimuli.”

– Earl W., EJP Alumni

SOCIAL SECURITY NUMBER/CARD

All U.S. citizens and permanent residents have a social security number (SSN), used by the government to track federal and state taxes and social security benefits. Essential services like electricity and water require a social security number to activate accounts. You will need your social security card, the official record of your social security number, when you accept employment, open a bank account, or buy a house.

What	Location	Payment	How long it takes
Currency Exchange	Call 847-759-8905 or visit mycurrencyexchange.com for locations	\$20	Up to 7 business days
VitalChek	Call 866-252-8974 or visit vitalchek.com	\$15 plus processing and shipping fees	10-14 days (+\$12.45) 5-7 days (+\$16.50) 3-5 days (+\$19)

The above services will obtain Cook County records for you, for a fee.

We recommend you try to obtain a social security card before you leave prison. To do this, you must contact a U.S. Social Security Administration Office. You can obtain contact information for your local office in one of two ways. First, you can call the Social Security Administration toll free at 1-800-772-1213. Or, you can have a friend or family member locate a local office by visiting the following website: <http://ssa.gov/agency/contact/>

As with your birth certificate, we recommend you avoid carrying your social security card with you. Memorize the number and keep the card in a safe place—with a friend or loved one—until you are released. Your SSN is sensitive information, so be aware sharing it could put you at risk for identity theft.

See Appendix 4 for Social Security Card Application.

LIFE BASICS

Before you leave, you may want to ask a counselor, chaplain, or family member to help you make contact with places on the outside for help with transitional living or public benefit eligibility.

HALFWAY HOUSES

If you can't parole to your own home, or the home of a family member or friend, there are a few halfway houses in Illinois that you may be able to parole to. A halfway house is a residence that offers individuals the opportunity to reintegrate into society. Halfway houses serve individuals recovering from substance use, mental illness, or

recently released from prison. Halfway houses provide a highly supervised and structured environment, and they often emphasize behavioral change and staying drug-free. They may also provide housing and employment assistance.

See Appendix 5 for list of Halfway Houses.

ACCESSING PUBLIC BENEFITS

Public benefits can help with housing, health, food, and other living expenses. Illinois Welcome Centers can help you navigate Illinois benefits. The nearest Welcome Center to you can be found at this website: <http://www.dhs.state.il.us/page.aspx?item=53209>

Myth: If you have been incarcerated you are entitled to Social Security compensation for your time in prison.

False. You do not qualify for Social Security benefits simply because you were incarcerated. However, if you were previously collecting Social Security you can resume benefits after providing proof of your release.

Information on Medicaid, Medicare, Property Tax Assistance, LIHEAP (Energy Assistance), Telephone Assistance, SNAP (Food Stamps), Social Security and Supplemental Security Income (SSI) can be found at: http://www.aarp.org/content/dam/aarp/aarp_foundation/public-benefits-guides/Last-Updated-September-2013/PublicBenefitsGuide_IL.pdf

Myth: You can't receive VA benefits after being incarcerated.

False. If you are a veteran, you can have your benefits resumed 30 days before your rescheduled release date. You just need to provide evidence of this date from a parole board.

See Appendix 10 for a list of public benefits in Illinois.

UNEMPLOYMENT INSURANCE IN ILLINOIS

Unemployment benefits in Illinois can be accessed if you meet certain guidelines.

You must have lost your job through no fault of your own, such as a layoff. You must also have made at least \$1600 in the last 12 months before you filed your claim. If you meet these requirements you are eligible for up to 26 weeks of benefits.

The next step is visiting your local Illinois Department of Employment Security office or an Illinois Work Net Center. To find a location near you, use the Illinois Department of Employment Security website: http://www.ides.illinois.gov/Pages/Office_Locator.aspx

2. ID Q&A

1. What documents do I need to get identification?

2. Do I have the documents I need to get identification? If so, where are they located?

3. If not, how do I get an application form to get a copy of my birth certificate?

4. How do I get a form to request a duplicate of, or to renew, my photo identification?

3. Getting Organized

Use this worksheet to keep track of the many items you have to manage as part of reentry.

Item	Taken Care of?	Need to Tackle
Social Security Card		
Birth Certificate		
Driver's License/ State I.D.		
Finance		
Resume		
Housing		
Medical Care		
Insurance		
Support Groups		
Child Support Issues		
Clothing		
Transportation		
Food		
Educational Plans		
Employment		
Legal Assistance		
Other		

YOUR FIRST WEEKS OUT

In your first weeks out, there are certain tasks you should address first. We believe organizing these tasks quickly will help you handle your transition most successfully.

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<i>State ID or Driver's License</i>	
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<i>Preparing for the Job Search</i>	
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<i>Finding Jobs</i>	
<i>The Application Process</i>	

YOUR FIRST WEEKS OUT

“Go slow, breathe. Make a 3-5 year plan on paper.”

– Darrell W., Returned Citizen

IDENTIFICATION

If you were unable to get your birth certificate and social security number/card before leaving prison, you should locate these documents as quickly as possible now. The process for requesting them is the same as the process for Vital Documents on page 11.

Once you are on the outside, it is possible to visit the local County Clerk’s office and Social Security Administration Office in person. We recommend this approach so you can secure these documents fast.

STATE ID OR DRIVER’S LICENSE

Once you have your birth certificate and social security card, you will have most of the documentation needed to get a state ID or driver’s license. This is the most commonly accepted form of ID, and you will need it on almost a daily basis.

To obtain either one, visit your nearest Driver Services facility. To find out which Driver Services facility is closest to you, you may either call toll

free at 1-800-252-8980, or, if you have internet access, you may visit the following website: <http://www.dmv.org/il-illinois/dmv-office-finder.php>

Visiting Driver Services can take a long time, so be sure to bring everything you need:

- An original document with your written signature (credit card, court order, or social security card)
- An original document with your date of birth (birth certificate, passport, or high school transcript)
- An original document with your Social Security number (Social Security card, IL driver’s license record, or military service record)
- Original documents proving your Illinois residency (bank statement, credit report, or utility bills)
- Payment

It may help to review the Illinois Rules of the Road before getting your driver’s license and hitting the road. You can download this document by visiting the following website, or pick up a paper copy at any public library: http://www.cyberdriveillinois.com/publications/pdf_publications/dsd_a112.pdf

COMMUNICATIONS

You will need to find ways to connect and communicate once you're out. This will be necessary for setting up your support network, getting a job, and finding basic resources.

TECHNOLOGY

Computers and technology are necessary to so much you need to do after leaving prison. Make it a priority to find a reliable way of accessing the internet. If you have never used the internet before, don't worry. It may feel challenging at first, but you will get the hang of it the more you use it.

Internet Access – Initially, the best way to get on the internet is to use a computer or cell phone belonging to a family member. If no one in your support network can provide you with internet access, visit the public library. At most libraries, you will need to obtain a library card in order to log onto the computers there, so be sure to bring along your driver's license or state ID on your first visit.

If you have a computer, free wireless internet access is available at many restaurants, coffee shops, hotel lobbies, and chain technology stores.

Wi-fi is wireless internet that you can access on a laptop or phone that has internet capabilities.

Online Resources – You need to set up an email address as soon as you possibly can. The best way to do this is through Gmail: <http://mail.google.com>. Click "Create account." Note you do not need a cell phone number or a current email address to create a Gmail account.

Most resources on the internet are found using the Google search engine. Go to <http://www.google.com>. Here are some tips from Google on searching effectively:

Start with the basics. No matter what you're looking for, start with a simple search like where's the closest Amtrak?. You can always add a few descriptive words if necessary. If you're looking for a place or product in a specific location, add the location. For example, pizza in Chicago.

Choose words carefully. When you're deciding what words to put in the search box, try to choose words that are likely to appear on the site you're looking for. For example, instead of saying my head hurts, say headache, because that's the word a medical site would use.

Don't worry about the little things. Google's spell checker automatically uses the most common spelling of a given word, whether or not you spell it correctly. A search for New York Times is the same as a search for new york times.

CELL PHONES

EJP alumni have suggested MetroPCS and Family Mobile (Walmart) as affordable phone purchase choices. The phones you get will not be top of the line, but are not overly expensive either. You can get a phone without a contract, giving you flexibility to switch carriers if you wish. These phones, like all cell phones, come with service rates. These particular companies have monthly rates, and you can discontinue at the end of each month.

HEALTH AND WELLNESS

When you leave prison, you will be responsible for your own physical health. There are a few tasks you can do to manage this part of your life successfully.

“Most important – eat right, exercise, and spend time with your family”

– Marlon C., Returned Citizen

INSURANCE

Health insurance is important for maintaining your health, because it will prevent large expenses during health emergencies.

Why you should get health insurance

Not having health insurance can result in an income tax penalty of \$325 per adult and \$162 per child. This will more than double in 2016, with penalties of \$695 per adult and \$347 per child.

Upon release from jail or prison you have a 60-day period to enroll, which you may do by visiting <http://www.healthcare.gov>. Please also try <http://getcovered.illinois.gov/en>.

PRIMARY CARE

Once you have insurance, finding a primary care provider is the best way to manage your health. This person will serve as your “medical home” and is usually a family physician, nurse practitioner or physician’s assistant, or internal medicine physician, nurse practitioner or physician’s assistant. Go see this person instead of going to the ER or urgent care, as it will save you money and time and increase your likelihood of staying healthy.

A primary care provider can also give you a full physical examination, perform lab work, and provide prescription renewals. Being in prison increases the risk of acquiring many infectious diseases, so after release from prison, you should be screened for HIV/AIDS, Hepatitis C (HCV), Hepatitis B (HBV) and tuberculosis. HIV, HBV and HCV can be detected by a blood test. Tuberculosis can be tested by blood or by a skin test; if these tests are positive, the disease is confirmed by a chest X-ray.

On the following page are age and gender-based recommendations for health screenings.

SPECIFIC CONCERNS

You may be referred to specific providers for individual health concerns. Make it a priority to visit these providers as soon as possible. We also strongly suggest getting your eyes checked at least once a year, and your teeth cleaned once every six months.

Mental health isn't always covered by insurance; however, counseling can be a key aspect of wellness. Find a mental health treatment facility by visiting the Substance Abuse and Mental

Services Administration (SAMSA): <http://findtreatment.samhsa.gov/MHTreatmentLocator/faces/addressSearch.jspx?state=IL>

Find public health programs near you by visiting <http://app.idph.state.il.us/cecweb/>.

MEDICAL RECORDS

You are allowed by law (HIPAA) to access your medical records at any time. Sign up for the online medical record from your clinic if they offer this. This will allow you to send messages to your provider easily.

“Seek counseling. There is nothing wrong with therapy.”

– Marlon C., Returned Citizen

Age	Men	Women
18-39	blood pressure, cholesterol, flu shot, syphilis screen, TDAP shot, HPV shot, chlamydia/gonorrhea, HIV, skin exam	blood pressure, cholesterol, flu shot, TDAP shot, HPV shot, breast exam, after 21 PAP smear, skin exam, chlamydia/gonorrhea, HIV
40-64	blood pressure, blood sugar, colonoscopy (over 50), stool test, flu shot, shingles shot (over 60), prostate screen (over 50), lung cancer screen only if you smoke, skin exam	blood pressure, blood sugar, colonoscopy (over 50), stool test, flu shot, shingles shot (over 60), breast screen, mammogram (over 40), lung cancer screen only if you smoke, postmenopausal bone screening, PAP, pelvic, HPV, skin exam
65+	blood pressure, blood sugar, cholesterol, colonoscopy until 75, hearing test, aneurysm screen if smoker, only prostate and lung screening if you have risk factors, pneumonia shot x2, skin exam	blood pressure, blood sugar, cholesterol, colonoscopy until 75, hearing test, mammogram until 75, bone screening, PAP until 65, pneumonia shot x2, skin exam

EMPLOYMENT

If you are persistent with your job search, you will find work, even if it takes longer than you expected. Many employers are willing to hire you. Keep at it, and don't give up. We suggest keeping a log of all the places you have applied, including visits made in person, initial phone calls, and follow up phone calls. On the next page is an example of a log you could use.

PREPARING FOR THE JOB SEARCH

Before you look for a job, create a plan of action. Think about your needs, attitude, and goals. It may feel important to get a job as soon as possible. However, a job that doesn't fit you will not last anyway. Make it your goal to find employment that is sustainable and satisfying.

Create a Career Plan and Set Goals –

A career plan is a map that helps you get to the employment you want. To compose your career plan, consider the following:

What do you do? What am I best at doing, both personally and professionally? What am I terrible at? What kinds of activities or jobs did I do while in prison?

What do you want to do? Looking at the list of things I love doing from above, what kind of job or company uses those skills? Who does those things every day?

Where can I get a job? What are some actual job descriptions or titles that fit with what I answered for the above two questions?

Once you've made your career plan, you can start actually looking for a job. Remember, a fulfilling career takes place over many years, and over many different jobs. Use your career plan as a set of loose guidelines when you look at what's available.

EMPLOYMENT AFTER INCARCERATION

Your criminal record will make some parts of the job search unique. You may have work restrictions, and your criminal record will come up at different points during the search.

Myth: You can't be employed after being incarcerated.

False. You can definitely be employed after being in jail or prison. Employers in Illinois can choose to not hire you, but cannot ask to see your criminal record until you have been deemed qualified for the job. They also need your permission to do so.

Transition Jobs – Think of your first jobs after release as temporary jobs. These jobs will help you become financially stable and move up into a career that you enjoy. They might have low pay or not relate to your long-term career goals.

In addition to a paycheck, there are lots of benefits to working a transition job. These jobs give you a chance to prove you are dependable and self-reliant. They help you develop a good employment history, and offer opportunities to learn different ways of thinking and doing things.

Employment could be a condition of your supervised prison release. In this case, taking any job is better than not working. This does not mean that you have to keep working in a job you really don't like, though.

Barred Occupations – Some occupations are off-limits to people with felony convictions. Help make your job search smoother by knowing your options. Jobs that Hire Felons has a long list of companies whose

hiring policies include people with criminal convictions: <http://jobsthathirefelons.org/>

You can be barred from working in a job that is related to your conviction. Understand which jobs you can't be hired for before you make a career plan, search for a job, or start training.

The length of time that you are barred from a job or workplace might depend on your conviction, or the occupation. There might be more off-limits occupations when you are first released than there are several years after release. Some jobs and workplaces have a 7-, 10- or 15-year limit on restrictions.

Visit the American Bar Association Collateral Consequences website (<http://www.abacollateralconsequences.org/>) to see how different types of criminal convictions affect employment and other resources. After you enter the website, select Illinois on the map and search for consequences on "employment."

The good news is that there are many more jobs open to you than those that are barred.

FINDING JOBS

There are lots of ways to find job openings, and the path to obtaining each job is unique. Most job seekers submit countless applications, and talk to many different people.

Networking – The contacts in your network may not have a job for you right now. But they

Example Job Application Log

Name of position	Company name and contact info	Application date	Response Date	Interview Date	Name(s) and contact info of interviewers	Thank you letter date	Notes

YOUR FIRST WEEKS OUT

could have career advice. Or they might know someone who knows someone else with a job lead. Mention your interest in employment to friends, family, and casual acquaintances. You could also develop a plan to contact specific people for ideas, suggestions, and information that will help you find job leads. The power of face-to-face interactions is huge, especially if you're friendly.

Online job searches – When searching for jobs online, most people start with sites like *www.monster.com*, *www.careerbuilder.com*, *www.snagajob.com*, and others. You should not ignore these sites, particularly if you want to work for a large employer. However, they are much less important than they used to be, so do not invest a lot of time in searching them for jobs.

Instead, focus on visiting your target employers' websites and finding the jobs posted there. Often, you will find a link to "Current Jobs" on the home page. Sometimes, the link to job postings is labeled "Careers" or "Employment."

Job aggregators are also powerful and very useful, including sites like *http://www.indeed.com*, which is the largest source of job postings in the world, collected from employer websites, job boards, association websites, publications, and more.

LinkedIn is currently the most effective professional social network. Head to *http://www.linkedin.com* to make a profile and review

job postings (see the "jobs" link below the search bar at the top of every page). LinkedIn is one of the best online venues for connecting with people who work at your target employers (and who worked there in the past).

When searching for a job online, be careful to avoid becoming the target of a scam. Scammers may request money, or identity information like date of birth, Social Security number, or debit/credit card number. Be sure you trust the recipient any time you hand over money or information on the Internet. If you're not sure, make a phone call.

If you choose to apply for a job online, your biggest obstacle will not be your criminal record; it will be your anonymity. Countless people submit online applications, especially to large companies. The most important task, when using online resources, is to find a way to make a personal connection, distinguishing yourself from the rest of the applicants.

THE APPLICATION PROCESS

Here are some guidelines for making your job application process effective.

Writing a strong application – The purpose of a job application is to get you a job interview. Employers use written job applications to narrow the applicant pool for a particular job, deciding who is worth talking to in person. To maximize your chances of getting an interview, focus on what you have to offer an employer

rather than focusing on the negatives (poor work history, felony conviction(s), lack of experience, minimal education).

Most employers do not have a lot of time to review a stack of applications—in fact, most hiring managers will review your application for approximately 15 to 30 seconds, looking for a form that’s neat and complete.

The “Employment” or “Previous Employment” section is usually the most detailed section of a job application. Here are some tips on filling it out effectively:

When filling in the “work performed” or “job duties” section, use the entire space to list your skills, accomplishments, and contributions you made in your past positions. Think about, and list, everything that you did in past jobs, from the beginning of your shift to the end of your shift.

Do not list your wages from past employment. Instead, write “will discuss at interview.” Sometimes people are screened out due to a prior salary, or employers may not offer an applicant what they are actually “worth,” using a lower previous salary as justification.

Give a positive reason for leaving all previous jobs, even if you quit or were let go. Think about what happened after you quit or were let go. Did you get a new job? Did you start a training program or pursue education? Some

examples of positive reasons for leaving are:

- Relocated (if you left your job because you went to prison)
- Desired a career change
- Became a full-time student
- Seasonal work
- Advancement opportunity

Other sections of the application employers will focus on:

“References.” Expect to have your references checked. On average, employers check three references for each candidate.

“Criminal History.” When answering the question “Have you ever been convicted of a felony?”, check “yes” and write, “will discuss at interview.” Disclosing your history on the application is a quick way to get screened out. Wait until the interview so you can share how you have taken responsibility for your actions, what you have learned from the situation, and how you are different today.

If you anticipate filling out an application on-site, take along a copy of information and dates that you might need to complete the application, rather than trying to remember them and making mistakes on the application. Remember that false information given on an application may be grounds for dismissal even after you have been employed for any length of time.

Resumes and cover letters – These documents are part of many job applications, and may be specifically requested by employers, in addition to the written application. Writing an effective resume and cover letter takes a long time, so try to begin working on these documents long before you apply to your first job.

Resumes map out your employment history, giving the details on your past jobs, your skills, and your interests. Cover letters tell a short story about who you are—your personality, your philosophy, what’s important to you.

The best way to write a good resume or cover letter is to look at what others have done. Copy the formatting of another resume and fill in your own information. Keep it to a single page. Review your resume many times, and try to have another person review it as well.

There are many online resources that can help you develop and revise a good resume and cover letter. Here’s a great one: <http://www.extension.harvard.edu/inside-extension/how-write-great-resume-cover-letter>. A Google search for “how to write a resume” or “writing great cover letters” will also yield helpful websites.

Examples of a resume and cover letter can be found in Appendix 7.

Interviews – Once you’ve submitted applications, you’ll begin to schedule interviews. Many job seekers are nervous about interviews. They want to say the right things and make a good impression. Practice what you’ll say, and consider the following guidelines:

Bring the right materials. Carry extra copies of your resume, contact information for your references, and any papers you need to complete your application, including copies of work licenses, your driving record (if required), and your social security or immigration cards. You could also bring a pen and notebook to write down information.

When you go to the interview, arrive 10 to 15 minutes early. You might need to fill out paperwork before the interview, or locating the right person or room could take longer than you think. Arriving early shows you are responsible and eager to be there.

Choose appropriate clothes. It will serve you best to look as formal as possible.

Consider your body language. Even when you are not speaking, you are sending a message. Have good eye contact, stand and sit tall, smile, and shake hands firmly.

Ask questions. At the end of a job interview, most hiring managers will ask something like “Do you have any questions for me?” Strong job candidates always have a few questions

prepared—this makes you seem interested in the job, rather than desperate. If you brought a pen and notebook with you, you could prepare a list of questions in the back of the notebook. Here are some examples:

- What is the organization’s plan for the next five years?
- How will I be evaluated, and in what time frames? By whom?
- What are the day-to-day responsibilities of this job?
- What computer equipment and software do you use?
- When will a decision be made about this position?

Addressing a criminal background –

Job seekers with less-than-perfect work histories or criminal records may have a hard time answering some interview questions. Here are a few tips to increase your chance of getting hired:

Comfort the Employer. Let them know that your offense did not happen on the job. For example, “Yes, I was convicted of a felony, but it was not job related.” If your felony was job related, find a counselor to help you develop a specific job interview strategy.

Own It. “There was a time in my life when I was making some bad choices and I was convicted of...(state your offense).” Address any concerns an employer might have about your past. Then steer the interview back to

your skills and the positive traits that you bring to the job. “I can see why that gap in my work history might concern you. But that was several years ago and since then, I have maintained a solid work record. I come to work on time and don’t call in sick. I am a very hard worker and quick learner.”

Keep it positive. “I thought a lot about where my life was going and I decided to make some changes.” Talk about your current activities and future plans. Emphasize education and job training, community work, and other activities you have done since your release. Talk about your career goals, how you chose them, and how the job you are applying for fits those goals. Employers are more likely to remember their first and last impression, so if possible, try to address your criminal history in the middle of the interview.

Encourage the employer. “I am a good worker and I want to work, I just need an opportunity to prove my skills to an employer.” Tell them that you want the job!

A list of employment resources can be found in Appendix 9.

4. Employment History

Please complete this worksheet. You may need to write or call someone to research accurate names and addresses. Ask your case manager for assistance with resources.

Personal History

Name	Phone Number	
Address		
City	State	Zip

Work History 1

Company		
Supervisor		
Address		
City	State	Zip
Employment Dates		
Position		

Work History 2

Company		
Supervisor		
Address		
City	State	Zip
Employment Dates		
Position		

YOUR FIRST WEEKS OUT

SETTING UP YOUR LIFE

Once you're established, you'll need to address a number of life details. The order in which you approach and handle these details is up to you. This section is organized alphabetically, for ease of reference.

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SETTING UP YOUR LIFE

EDUCATION

We hope you want to further your education upon reentry. There are many ways to do this, so put some time into discovering which option is right for you.

ADULT BASIC EDUCATION PROGRAMS

Adult Basic Education (ABE) programs serve students age 16 and over who are not enrolled in school and who want to improve basic skills in reading, writing, math, listening, and speaking. Typically, ABE programs are offered at adult schools, career centers, libraries, or community colleges. They're free or charge only a small fee. For-profit agencies like Kaplan and ESL Language Centers charge higher fees. In addition to offering courses in basic skills, ABE programs also include English as a Second Language (ESL) courses and GED preparation.

A database of ABE programs in Illinois can be found at: <http://www.ilcco.net/AdultEd/index1.cfm>

GENERAL EDUCATION DEVELOPMENT (GED) TEST

The GED test allows adults who have not completed high school to show they have

mastered the knowledge and skills associated with a high school diploma.

You can register online to take the GED test at <http://www.ged.com>. Although registration is done online, the tests will actually be administered on computer at an official GED testing site that you select during registration.

VOCATIONAL PROGRAMS AND APPRENTICESHIPS

Vocational programs provide you with the unique skill sets required for a particular job. They are also referred to as occupational, votech, or career and technical education programs. These programs allow you to learn the ideas and practical skills for a trade at the same time. Vocational programs are available through community and technical colleges, as well as trade schools, and they take less time to complete than academic college degree programs. Visit the website for Illinois workNet to find a program: <http://www2.illinoisworknet.com/>. The Illinois American Job Center is another good place to look: <http://jobcenter.usa.gov/>.

Apprenticeships are another way to gain hands-on training in a trade or profession. They can allow you to earn a salary while gaining valuable knowledge and experience in a specific profession. They are usually offered through trade unions.

For more information on apprenticeship programs in Illinois, go to: <http://www.ides.illinois.gov/Pages/Apprenticeship.aspx>

“Consider seeking simple certifications, e.g. CDL, sanitation, limo driver, forklift.”

– Earl W., EJP Alumnus

HIGHER EDUCATION PROGRAMS

If you already have a high school diploma or GED, a next step on your educational path could be to enroll in college program. For students who haven't been in school for a while, the most common path towards an academic degree begins at a community college—the low cost of tuition and the variety of programs offered makes these colleges an ideal starting place.

Many community colleges offer dual enrollment programs, which allow you to earn an adult high school diploma or GED and college credits at the same time. Also, by enrolling in a community college, you can earn an Associate's degree and then transfer to a four-year college or university to earn a Bachelor's degree.

We recommend you avoid “for-profit” online universities, such as University of Phoenix, or Ashford University (you may find a comprehensive list of for-profit universities at http://en.wikipedia.org/wiki/List_of_for-profit_universities_and_colleges). Statistics show that an overwhelming majority of students who attend these schools never finish their degree programs. Those who do may face difficulties when applying for jobs with credentials from these schools, as they are widely seen as having questionable reputations.

Applying for College –

Step 1: Get the Application

Most colleges have online applications on their websites. You can also call the school's admissions office and ask them to send a college application to you, or go to the admissions office and pick one up. If you are submitting a paper application, get two copies. Use one as a practice copy and the other for the one you submit to the admissions office.

Step 2: Gather Your Information

Not all schools will ask for the same information but you will probably need your Social Security number, a state driver's license or identification card, dates of high school and previous college attendance, unopened high school, GED, and/or college transcripts, and ACT or SAT test scores. Some applications may ask about your criminal history. If you indicate that you have been convicted of a felony, some

schools will ask for additional information, which may be discouraging. But just because they are asking for the information doesn't mean your application will be rejected.

Step 3: Submit the Application

At most community colleges you will receive a letter of acceptance or a phone call within a few weeks after you've submitted your application. Four-year colleges can take longer, and may have specific schedules for responding to applicants. If you have questions, contact the school's admissions office.

Paying Tuition – Finding the funds to pay for your education is a challenge. Where do students get the money? Generally, funding comes from one or more of the following sources: family resources, wages from full- or part-time work, support from an employer, and financial aid (including grants, student loans, work-study, and scholarships). Applying for federal student aid is free. Financial aid, including Pell Grants, state grants, work-study and loans, is available to students on probation and parole. The amount of financial aid you receive depends primarily on your financial need. Your past history with creditors does not automatically disqualify you.

There is a federal law that limits some people with criminal records from being eligible for federal student aid. One restriction only applies if you were convicted of a drug offense (a misdemeanor or felony) while you

were receiving financial aid. And, even if you have a drug conviction that occurred when you were receiving financial aid, the law may not apply to you if a certain period of time has passed since the conviction or if you have completed drug treatment.

The other restriction applies to an individual subject to an involuntary civil commitment after completing a period of incarceration for a forcible or non-forcible sexual offense. Such individuals are ineligible to receive Pell Grants.

Applying for financial aid can seem complicated if you've never done it before. Ask for guidance from staff at the education department at your correctional facility or the financial aid office at your school.

If a grant, loan, or scholarship offer sounds too good to be true, it probably is. Like diploma mills, there are many for-profit companies that take advantage of people who are looking to finance their education. The process of applying for financial aid should be free, and you should research the agency or company before applying. And remember to keep copies of all applications and related paperwork in your portfolio.

“Most important—eat right, exercise, and spend time with your family”
— Marlon C., Returned Citizen

For a chart on Federal Aid Eligibility for Adult Students see Appendix 5.

Applying for federal student aid – The Free Application for Federal Student Aid (FAFSA) is the starting point for accessing all federal student aid.

You can find FAFSA online at <http://www.fafsa.gov>, or you can request a paper copy from 1-800-4-FED-AID (1-800-433-3243).

You can file a FAFSA anytime between January 1 preceding the school year when you'll be enrolled, through June 30 at the end of that school year. State and individual college deadlines vary and usually require that you file your FAFSA much earlier than the federal deadline. State deadlines are on the FAFSA. To find out the deadline at a school, check the school's website or call the financial aid office. You should complete and submit your FAFSA as soon as possible because some financial aid funds are first come, first served. If possible, complete and submit the FAFSA while still in prison.

The financial aid office at the college or university you are applying to is a good resource for any questions or concerns you have about federal student aid. These offices generally offer email and phone support for applicants, as well as financial aid counselors you can meet with. Check

the school's financial aid office website to find out what services they provide. It is always better to ask questions and be informed when making financial aid decisions.

Be aware that if you take out student loans, you will emerge from your educational experience with an obligation to repay your that debt. Please consider carefully how you will handle the repayment of student loans after you have finished college, as this will impact future decisions about finances and future employment.

Scholarships – Private organizations and other agencies sometimes offer scholarships that reflect their mission. For instance, the United Negro College Fund grants scholarships to qualified African-American students.

The financial aid office at your chosen school can help you organize a search for outside scholarships and can usually provide you with information on many available scholarships.

Catalogs such as Scholarships, Fellowships and Loans and Peterson's Scholarships and Loans for Adult Learners are available at your local public library. You can find several free databases of scholarships online.

Please note that the Education Justice Project offers modest \$500 scholarships for returning citizens. Deadlines are typically in November. To access forms, visit www.educationjustice.net.

Resources for college students – Tutoring Centers

Many college campuses offer free tutoring to all of their students. Some colleges have tutoring centers that cover all subjects. Other colleges have tutoring centers that focus on specific things like writing or math. You should take advantage of the tutoring center. If you are on a campus that does not have a tutoring center, ask your professors if they can recommend a private or volunteer tutor.

Mentoring Programs

Some colleges offer mentoring programs to new students. College mentors are more experienced students or other people who provide support to students who are new to college. At some colleges, mentors will show you around the college campus, introduce you to other students, tell you about the different professors on campus, and check in with you once or twice a month to see how you are doing.

Career Center

Most colleges have career centers that offer several services. First, career center staff can help you find a job that will allow you to work while you go to school. Second, career

centers offer workshops and tips on things like resumé writing, the job search, and interview preparation.

Health Center

Most colleges also offer students basic medical care. The school may even have include a mandatory fee for health care in your college bill. If a health problem is affecting your ability to go to class or keep up with your homework, go to the health center. Many college health centers can provide emergency care, treatment of minor injuries, and treatment for common illnesses.

Student Support Center

Some colleges may have a student support center to help students with any issues. For example, if you are having trouble finding or paying for childcare, make an appointment with a counselor. The counselor may be able to refer you to a childcare center or provide you with vouchers to pay for childcare.

FINANCES, CREDIT, AND TAXES

If you are thinking about employment or have already found employment, you might be thinking about what to do with your earnings. You are in control of where you choose to put your income. However, the options can be numerous and complicated. Do some research to find what is best for you.

There are many helpful resources and tools available online and at banks or credit unions in your community. You can ask friends and family what tools and strategies have helped them manage their money.

TAX BASICS

Claiming Income Tax Exemptions

(W4 Form) – When you start a new job, you are asked to fill out an IRS Form W4 within the first few days of your employment. This is how payroll decides how much of your earnings are withheld in taxes. To learn how to fill out a W4 form, visit the following website:

<http://www.wikihow.com/Fill-Out-a-W-4>

Your W2 Form and Filing Taxes – The W2 Wage and Tax Statement is the main form you need to file state and federal taxes by April 1 every year. Employers usually distribute W2 forms to their employees in January. You will need one from each employer to complete your income tax return form.

The most common types of income tax returns include the following:

- Form 1040 (U.S. Individual Income Tax Return)
- Form 1040A (U.S. Individual Income Tax Return)
- Form 1040EZ (Income Tax Return for Single and Joint Filers With No Dependents)
- Form 1040NR (U.S. Nonresident Alien Income Tax Return)
- Form 1040NR-EZ (U.S. Income Tax Return for Certain Nonresident Aliens With No Dependents)

If you choose to file with a tax professional like H&R Block, simply bring your W2s and any other IRS forms to their office. For a fee, they will file your state and federal income tax returns. The advantage to using a tax professional is peace of mind and less hassle. Many people use this option, especially those with more complicated tax situations. It's often worth the fee to avoid spending the time necessary to file yourself.

You can also file your taxes online using tax filing websites. For those with simple tax situations, this is a great option because the website will guide you through your return using a series of questions and automatic calculations. Remember to read all instructions and offers carefully. It should be free to file your federal tax return; most online services charge to file your state tax return.

Some of the most used online tax filing websites are:

- <http://www.e-file.com>
- <http://www.turbotax.intuit.com>
- <http://www.hrblock.com>
- <http://www.taxact.com>
- <http://www.jacksonhewitt.com>

BANKING

If you aren't used to saving your money in a bank account, the vast number of options can be overwhelming. In general, though, it's always good idea to open a bank account.

Myth: You can't get a bank account if you have been incarcerated.

You can open a bank account regardless of your legal history. You still have to meet the guidelines for opening certain bank accounts, such as minimum deposit requirements.

When comparing financial institutions, think about what your needs are. There are hundreds of institutions to choose from, and they all offer different products, like checking and savings accounts, consumer and mortgage loans, rewards programs, and credit cards.

It is a good idea to check out the possible fees, such as check bouncing or going under the minimum account balance, of each bank. With a little bit of research, choosing a bank that is best for you can be easy.

Advantages of banking:

- Your money is safer and easier to keep track of if you deposit it in a bank or credit union.
- Most banks and credit unions are backed by the U.S. government. That means if something bad happens to the bank, your funds are protected. Make sure the institution you choose is a member of the FDIC or NCUA.
- If you deposit money into a savings account, you can accumulate interest on your total deposit.
- Depositing your paychecks in a bank account is cheaper than paying fees for check-cashing services. Some employers can even directly deposit your earnings into your account for you.
- You can use a debit card tied to your checking account if you don't want to carry large amounts of cash.
- Many banks offer online services, like paying bills, keeping records and statements, and transferring money between accounts.
- Working with a bank gives you access to other services, like car and mortgage loans, retirement and investment packages, and stock and bond options.

Things to consider when choosing a bank:

- Will you travel a lot for work, fun, or visiting family? You may want to choose a bank that has many branch and ATM locations. Online banks are also an option.

- Has a bank ever shut down your checking account? You may be considered a high-risk customer and banks might reject your account application. Don't worry though, because some banks offer second-chance checking accounts. Call and ask smaller local banks and credit unions about their account policies. Smaller companies tend to be more flexible towards people who have had financial trouble.
- Does your employer, school, or community have a credit union? Credit unions have some advantages over banks. See the chart on the following page comparing banks and credit unions.
- Are you a veteran? If so, you qualify for a USAA account. Visit <http://www.usaa.com> for more information.
- You don't necessarily need good credit to open a bank account. Financial institutions use a database called ChexSystems to check your bank customer history, but they don't always pull your credit report when you apply. Ask them what their policies are.
- You don't have to be a U.S. citizen or have a Social Security number to open a bank account. You can open an account using the Individual Taxpayer Identification Number (ITIN) assigned to you by the IRS, regardless of immigration status. Visit IRS.gov for more information about ITINs.

Watch out for scams. You don't want to become a victim of fraud. Visit this website for a list of common financial scams and their warning signs: <http://www.fbi.gov/scams-safety/fraud>. Never pay for a letter of credit, a "free gift," a list of banks that will give you a second-chance account, or any other good or service that sounds vague. Beware of language that tries to push you into buying something immediately, and only give your personal information, account numbers, or social security numbers to companies you know to be reputable and whose services you can understand. You can always ask why such information is required.

Opening a Bank Account – You will need to bring the following:

- A photo ID (state ID or Driver's License)
- Your social security card or proof of ITIN
- Proof of address (a billing statement or post office change of address letter)
- A check or cash to make an initial deposit (check with the bank about minimum deposit amounts)

If your application is denied, the bank should provide a reason for the refusal. You can then take steps to address the problem, or find another bank that has a more flexible application process.

BUDGETING

One of the simplest steps you can take towards getting a handle on your finances is to make

a budget. There are thousands of different budget templates you can download online for free, or you can make your own. All you need to do is add up how much money you make every month, then make a list of everything you spend money on in a month and compare the two numbers.

Examples of Google search terms for budgeting help:

- budget
- template
- monthly
- family
- individual
- free
- spreadsheet

CREDIT

Your credit score is an important part of your financial situation. Having good credit can help you obtain loans to buy a house, a car, or other large items. If you were in debt prior to entering prison, you will need to deal with this debt upon reentry. You'll also want to be careful to avoid entering into further debt without a comprehensive plan.

Here are some guidelines for managing credit:

Get educated. Being uninformed can lead to money missteps. For a good primer on your credit score, check out this website: <http://www.consumerfinance.gov/askcfpb/315/what-is-my-credit-score.html>.

Banks		Credit Unions	
Pros	<ul style="list-style-type: none"> • Easier to open an account • Many branches and ATM locations • More options for types of accounts, loans, and credit cards • Online banking and services 	Pros	<ul style="list-style-type: none"> • Credit Unions are non-for-profit institutions. They are owned by their members. • Because credit unions are smaller companies, they have better customer service higher interest on savings accounts • lower rates for loans • more flexibility
Cons	<ul style="list-style-type: none"> • May have more restrictions or are less flexible when you make banking errors • Higher interest rates on loans and credit cards • Banks are owned by investors who may not act in the interests of the bank's customers 	Cons	<ul style="list-style-type: none"> • Membership is more exclusive in credit unions than banks • Fewer locations • Fewer product options • Poorer online services

Be aware of business (such as car dealerships) that advertise directly to people with bad credit. They often have extremely high interest rates that only benefit the business. Read the fine print carefully and understand the rules before you sign anything. Remember, what counts is what is in the contract, not what the salesman promised.

Pay your debts. If you've gotten behind on any of your debts—or have had debts fall into collections—pay them, or make a plan for beginning to pay them. For information about managing debt, this resource is perfect: <http://www.consumer.ftc.gov/articles/0150-coping-debt>.

Pay your bills on time. Make it a priority to pay all of your bills on time. Paying on time is a good habit and can improve your credit score. The easiest way to do that is by setting up auto-pay with your bank on your bills' due dates. Marking the dates on a calendar is fine, too.

Credit cards – Once you have acquired a bank account, you may be able to get a credit card at your financial institution.

Credit cards are one of the easiest ways to run up debt. If you choose to have a credit card, don't charge what you can't pay back at the end of the month. If you must borrow money with a credit card to make ends meet, have a plan for paying the balance off ASAP.

EXAMPLE BUDGET

My Expenses	My Monthly Income: \$2,000
Rent/Mortgage	\$700
Child Support	\$300
Electric Bill	\$50
Water Bill	\$20
Car Payment and Insurance	\$200
Gas	\$50
Health Insurance	\$100
Cell Phone Bill	\$50
Groceries	\$200
Savings Deposit Goal	\$50
Total expenses per month	\$1720
Total for entertainment, clothing, and other expenses	\$280

of some top-rated money advice websites.
<http://www.businessinsider.com/best-websites-money-advice-2014-12>

BETTER HOUSING —————

Once you've been out of prison for a few weeks or months, you might want to change your initial living situation. Here are some things to keep in mind.

FINDING SUBSIDIZED HOUSING

State or federally supported housing is often more affordable than private housing options. However, both of these options often have waiting lists. Some resources for finding state and federal housing are listed below. Others can be accessed online.

Subsidized Housing Resources – City of Chicago, Affordable Rental Housing Resource List:

"If you are looking for an affordable rental unit to call home, see this list of affordable rental housing opportunities that have been supported and developed through the City of Chicago. The list is intended to assist individuals looking for affordable rental housing throughout Chicago and will guide you in your search."

http://www.cityofchicago.org/city/en/depts/dcd/supp_info/affordable_rentalhousingresourcelist.html

Housing Choice Voucher Program (Chicago):

"The Chicago Housing Authority's Housing Choice Voucher (HCV) Program allows low-income families to rent quality housing in the private market via federal funds provided by the U.S. Department of Housing and Urban Development (HUD)."

<http://www.thecha.org/residents/housing-choice-voucher-hcv-program/>

Illinois Housing Development Authority:

"Created in July 2005, the RHS program is a state funded rental assistance program that provides subsidy to tenants living in RHS units across Illinois."

<http://www.ihda.org/renter/rentalassistance.htm>

Subsidized Housing Restrictions –

Federally supported housing has some restrictions based on criminal history. The Department of Housing and Urban Development (HUD) is allowed to bar anyone with a lifetime registered sex-offender status and anyone with a conviction for producing methamphetamine in federally subsidized housing. They are required to perform background checks and evaluate applicants on a case-by-case basis. HUD is allowed to deny housing to persons with felony convictions, but is not required to do so. This includes friends and family members living with you.

HUD is also interested in the criminal history of family members who will live with applicants. Be aware that violent crimes, drug use, and evictions for making or selling drugs in the past 5 years of family members living with applicants will likely lead to denial.

State public housing authorities publish the guidelines and rules they use to deny persons with a criminal conviction. The Chicago Housing Authority, for example, uses arrests, convictions, and incarceration history of the last 5 years to make the decision to accept applicants.

FINDING PRIVATE HOUSING

Private housing is easier to find than public, but is more expensive. Private housing listings can be found online and in the classified section of newspapers. Some apartment finding websites include:

- <http://www.apartments.com>
- <http://www.zillow.com>
- <http://www.forrent.com>

Leasing – Once you’ve found a listing you like, give the landlord a call. You may ask to tour the property and for renting information. They will ask you to provide some personal information, such as your Social Security number, employer, rent history, and current address.

After the landlord has reviewed this information you might be offered a lease, most likely for a year-long occupancy.

Most rent amounts are non-negotiable, but sometimes the additional fees charged by landlords or companies can be decreased or waived. It doesn’t hurt to ask. Make sure you understand the amount you are agreeing to pay per month before signing. It is a legally binding agreement. Also, try to view the property before paying anything.

Security Deposits – A security deposit is money that you pay to a landlord before moving into an apartment. If you choose not to move into the apartment, the landlord keeps this money. There is no limit to how much a landlord can charge for a security deposit. Typically, landlords charge one or two month’s rent. It is important to secure a lease in writing before paying a landlord and to also get a receipt after paying.

Security deposits are also used to cover damages caused to apartments after tenants move out. You should receive a receipt for specific damages at the end of your tenancy and will be mailed the remaining security deposit after moving out.

Breaking a Lease – If you find that you need to move out before your lease has expired, you can do so. However, you will be expected to pay a fee for breaking

the lease. The amount that you will pay will normally be listed in the lease. It is a good idea to know in advance what that is, just in case.

Renting with a Criminal Background –

When searching for private housing you may run into some barriers, such as establishing identity and sufficient renter history, or offense-based restrictions. Most renting companies will perform a background check on potential renters. Be aware that it is illegal, according to the federal Fair Housing Act, to discriminate in housing based on age, color, religion, sex, national origin, disabilities. In Illinois, it is also illegal to discriminate based on marital status and sexual orientation. However, arrest records and convictions are still criteria landlords sometimes use to deny housing.

“ Be patient and remain positive. ”

– Joseph B., EJP alumnus

LEGAL SERVICES

There are a number of strategies to navigating the legal system.

Pro Bono - Legal work that is done by a lawyer for free.

Pro Se - Work on a court case that is done without a lawyer.

CHILD CUSTODY

You may wish to regain your parental rights upon release. Custody is a routine legal process, but can be a contentious one. (Please see the Legal Services section for information on finding a lawyer or representing yourself.)

“Don't forget to always communicate if you are staying with family or friends. You should share your ideas and feelings with them. Your family will have to make adjustments to get to know you again and you will have to do with the same.”

– Joseph B.

There are two types of custody: legal and physical. Incarcerated persons automatically lose physical custody, as the child is unable to live with them. Legal custody refers to the ability to make long-term decisions about a child's future, such as school placement and healthcare.

Child custody can be a complicated matter. Many people choose to hire legal representation so that they have the best shot at custody. This option is

the most effective, but can also be costly. With that caution in mind, you may represent yourself in court cases. This is referred to as *pro se* representation.

PRO BONO

Navigating the legal system can be frustrating. Lawyers are often expensive, but there are lawyers who work pro bono, for free. These services are available to returning citizens, through reentry legal aid programs. The programs try to be easily accessible, but they are best used when you already know what you are looking for.

The following nonprofits offer pro bono legal services in Illinois:

Cabrini Green Legal Aid. Housing law, family law, and criminal defense representation. They also offer support with criminal records and can link clients to other social services in Chicago. Web Address: <http://www.cgla.net/what-we-do>

Chicago Legal Advocacy for Incarcerated Mothers (CLAIM). A program of Cabrini Green Legal Aid. If you are the incarcerated mother of a child or the caregiver for a child whose mother is incarcerated, they offer support in the following areas: divorce, guardianship short-term guardianship, discharge of guardianship, custody, visitation, foster care, and adoption. Web Address: <http://www.cgla.net/claim>

Land of Lincoln Legal Assistance Foundation, 302 North First Street Champaign, Illinois 61820 (217-356-1351). Also has offices in Springfield and East St. Louis. Housing law, family law, consumer law, home ownership, public benefits and health, education law, disability law, and senior citizen services representation. Web Address: http://lollaf.org/?page_id=819

Prairie State Legal Services, 303 N. Main Street, Suite 600, Rockford, Illinois 61101 (815-965-2134). Has offices in 36 counties in north-central Illinois. Housing law, tax law, senior citizen services, education law, foreclosure, disability law, HIV/AIDS legal services. They also offer assistance to homeless persons seeking housing. Web Address: <http://www.pslegal.org/#prj5>

In addition, many counties in Illinois offer pro bono services. Contact your local Circuit Court Clerk's office for more information (a complete list of Circuit Court Clerks by location is listed in the Getting IDs and Personal Documents section of this guide). Here are a few pro bono services:

Champaign County Bar Association Pro Bono Program, 1817 S. Neil St., Ste. 203 Champaign, IL 61820. Family, Bankruptcy, Divorce and Estate Planning. Web Address: <http://www.champaigncobar.org/members-directory.html>

Vermilion County Bar Association Pro Bono Program, 1817 S. Neil St. Champaign, IL 61820 (217- 356-1351). Family, Bankruptcy, Divorce and Estate Planning.

Cook County, Southwest Suburban Bar Association, 10220 South 76th Avenue Bridgeview, Illinois 60453 (Lower Level, Cafeteria) Tuesdays only, 8 a.m. to 12 noon (708-371-4930). Landlord/tenant disputes, Breach of contract claims, Small claims matters, Filing of wills, Orders of protection, Expungement paperwork review, Limited matters relating to divorce/custody/parentage.

PRO SE

There are a number of legal situations, such as sealing records, family law, and small claims matters, that are routinely resolved without legal representation, or pro se.

There are good reasons to file pro se (it's cheaper), but it is almost always better to hire a lawyer if you can afford it. The legal system is complicated and can be unpredictable. Lawyers have a firm grasp on the rules and an invaluable understanding of their local judges and courtrooms.

If you want to file pro se, most counties offer pro se help desks. Call your county Circuit Clerk's office for information. The service is free and desk attendants are available to offer advice for *pro se* forms, courthouse directions, and legal consultations.

These desks do not have phones and must be contacted in person. Their hours are online at this web address:

<http://www.cookcountycourt.org/ForPeopleWithoutLawyers/HelpDesksintheCourthouse.aspx>

SEALING RECORDS

Once you have been out of prison for at least three years, you may want to seal or expunge your criminal record. If this is possible, you can legally tell employers and others you were never convicted of a crime. Sealing and expunging are slightly different. Persons with a criminal conviction cannot have their records expunged, but may have their records sealed for any conviction up to a Class 3 felony. Sealed records are either destroyed or returned to you. They are still accessible by the state, but not by the public or potential employers. Also, Illinois employers are legally prohibited from asking about arrests, expunged records, and sealed records on employment applications.

See Appendix 8 for a list of charges that cannot be sealed.

Getting your record – Retrieving your criminal record is the first step to sealing records. You need this information to petition to seal your records. It can be found by contacting the Illinois State Police Bureau of Identification. The form for this request (Fingerprint Request Form (ISP6-404B))

can be located by submitting an online form at this web address: <http://www.isp.state.il.us/crimhistory/uciaformreq.cfm>

The form can also be obtained by calling or writing the bureau at the address/ phone below. It is mailed free of charge to your address. The form requires general identification information as well as copies of your fingerprints. The Bureau of Identification requests that these prints be taken at either your local sheriff's office or a state police department; however any copy of your fingerprints will work. The submission of this form with prints should be sent to the Illinois State Police Bureau of Identification at 260 North Chicago Street, Joliet, IL 60431. The bureau's phone number is: (815-740-5216).

Petition for Sealing – After taking the time to obtain (and pay for) your record, you should make a few checks to see if your records can be sealed. Do any of your offenses appear on the list in Appendix 7? Have you been convicted of a Class 3 or 4 felony that involved a violent crime, a sex-related crime, or a gun? Then our record cannot be sealed. Has it been 4 years since the end of your parole, probation, and incarceration (5 years for violent crimes, sex-related crimes, and gun-crimes)? If so, you are a potential candidate for sealing.

If yours is a criminal offense that can be sealed, and enough time has elapsed, you can begin the process for submitting a petition to seal. You will need to gather this information for each arrest listed on your record:

- The case number.
- The date of your arrest.
- The law enforcement agency that arrested you (city or state).
- The charges that were brought against you.
- The final outcome (disposition) of each case, such as supervision or probation.
- The date each case was completed, such as the date your probation ended.
- The chief legal officer of the unit that arrested you. (If you were arrested by state police you need the state's attorney of the county in which you were arrested. If you were arrested by city police you need the lawyer which the city hires to do legal work. This can be found by calling city hall of the city whose police arrested you).
- The state's attorney that prosecuted your case.

Now you need the form. The Petition to Seal a Conviction form can be obtained at your county Circuit Clerk's office. This form can also be found online here: http://www.illinois.gov/osad/Expungement/Instructions_Forms/Pages/default.aspx

You will use the information on your record to fill out the form. You will need the titles

and addresses of the legal entities involved in your case. Once you have tracked down the names and address of these entities you may file your petition. You need to take your completed form to the Circuit Clerk's office of the county you reside in. There is a fee for filing these petitions which varies by county.

CERTIFICATES OF REHABILITATION

Illinois and other states have statutes allowing individuals to obtain two kinds of certificates of rehabilitation: Certificates of Disability Relief (CDR) and Certificates of Good Conduct (CGC). These certificates are a formal acknowledgement of good civil standing. They encourage employment of people with convictions by eliminating civil and criminal liability.

CDRs can be obtained immediately after release, but there is a waiting period of 1 year for misdemeanors and 3 years for felony convictions to receive a CGC. CDRs remove all occupational license barriers for recipients. CGCs do the same, but also allow for recipients to run for public office.

Certificates of Rehabilitation can be used to overcome license barriers to work in some fields. Jobs in child care, education, transit districts (and others) require licenses issued by the state. However, some convictions bar individuals from getting these certifications, and therefore working in these fields. Certificates of Rehabilitation allow applicants to receive these licenses, regardless of conviction and put them

on a more level playing field with other applicants. Illinois recently expanded the list of who is eligible for a Certificate of Rehabilitation.

Everyone is eligible except those with class X felony or murder convictions, aggravated DUI or aggravated domestic battery convictions, sex offenses resulting in post-release registration, arson offenses resulting in post-release registration, or felony convictions for a crime that caused someone a permanent disability.

Obtaining the certificate – To receive a CDR or a CGC, you must file a petition with the Circuit Clerk of the county you were convicted in. The petition is free. This can be done by a lawyer, but a clerk should be able to assist you with filing the petition.

Petitions of Rehabilitation are granted if three criteria are met:

Eligibility. You do not have a conviction listed above.

Rehabilitation. You can show you have been rehabilitated. This is subjective, and up to the judge that receives your petition. Judges use general guidelines including frequency of conviction, employment, ongoing education, substance abuse counseling (if offense was drug related), community service, and others.

No Risk to Public Safety. You can show that you are not a risk to public safety. Again, this

is a subjective measurement, but is made using the same types of evidence listed above.

There are two components you will need in addition to the petition itself:

Letters of Recommendation. To show that you are “rehabilitated and not a risk to public safety” you should submit letters of recommendation along with your petition. It is beneficial that these come from people who can honestly, and with some detail, suggest that you should receive a certificate of rehabilitation. Family members, counselors, clergy, and employers are some examples, but you may submit letters from anyone.

Criminal History. Your full criminal history is required to receive a certificate of rehabilitation. Steps to retrieving this record can be found in the “Getting your record” section above.

“Go Slow. Breathe”

– Darrell Wright, Returned Citizen

RECREATION AND COMMUNITY SUPPORT —

Getting involved in your community is an important part of reentry. Joining groups and doing activities can give you a voice, and help you find social support for everything else you do.

“Get involved in advocacy work. If we want to change the process, we have to lead the process.”
— Marlon C., Returned Citizen

GETTING INVOLVED

Volunteer – Volunteer work gives you the chance to make social connections, focus on solving problems, and see your community as a living whole in which you are a vital participant. Volunteering helps you build fulfilling relationships that have proven health benefits. Creating new social connections can prevent depression and reduce feelings of isolation. Seeing that your contribution is making your community a better place to live will also give you a sense of pride and fulfillment. If you are currently out of work, volunteering could also help you acquire new skills to add to your resume and expand your life experience in ways that may surprise you. You may discover new abilities or find new interests by offering your time and energy. You may also meet new people who can help you network and find new job opportunities.

Join or create a group with shared interests –

Join a sports team, a book club, or a hobby group. You might join or form a single parents’ support group or become involved with local politics. You can even organize your own group and tailor it to your beliefs and values or something you feel strongly about.

Attend community meetings – Many towns

have community meetings. Here, members of the community discuss problems that the community is facing, as well as solutions. Attend these to see what your community’s concerns are and what others think about how to improve your community. Find meetings in your local newspaper or posted at your local community center.

Help clean up – One easy way to make your

neighborhood better is to organize a small group who picks up garbage. Your community will instantly look better. In addition, when you organize a cleanup group you may also make some new friends and feel happier living in your neighborhood.

Join or form a Community or Neighborhood Association –

Community associations can generate gatherings and events for your neighborhood, such as block parties, pot luck meals, or musical events.

FINDING THINGS TO DO

Most communities have way more going on in them than you may think at first. Even when you believe you've found everything there is to find, you'll continue to discover even more and be surprised at how much you missed.

Weekly alternative papers – In many large and mid-sized cities you can get free weekly papers which usually have a liberal or alternative bent. They usually have good concert and local Events & Activities listings. The same information should be on the paper's website as well.

The websites of venues that hold events – Auditoriums, concert halls, sports arenas, art galleries, and convention centers often have calendars and event promotions on their websites.

Community center or community agency websites – These websites list classes and events the community center itself is holding, and may list things are going on in and around your city or town.

Restaurants and cafes – Some of these places hold special events on their slower nights as a way to drum up business.

Travel guides – If you live in a larger city you may be able to find out about events or attractions from a travel guide.

Libraries – Public libraries are not just a quiet place to borrow a book. In addition to books, most public libraries have music, movies, audio books, and other media available to borrow. Many also provide a space for advertising events, group meetings, and even job openings. Visit your local library's website or stop by in person to find out what resources are available.

City and County Park Districts and Forest Preserves – Your town or city probably has a park district, and its website will include information about the parks in your area. Many park districts also offer sports programs and leagues, as well as other recreational programs. Some counties also have forest preserves, and their websites will also list parks and recreational activities available in your county.

Examples of Google search terms:

- (your town) event listings
- (your town) dance lessons
- (your town) softball leagues
- (your neighborhood) bridge clubs
- (your town) volunteer opportunities
- (your town) concert venues

Google will sometimes show you a map of locations within your town.

“To take care of yourself on the outside, look for foodbanks, volunteering opportunities, and free transportation programs. Learn your rights.”
– Earl W., EJP Alumnus

GETTING SUPPORT

Other Support Groups – There are many groups you can join. In addition to support groups for addiction, like Alcoholics Anonymous (<http://www.aa.org/>) or Narcotics Anonymous (<http://www.na.org/>), you can find support groups for re-entry, grief, mental health, disabilities, parenting, divorce, sexuality, and other issues that people may be struggling with.

As you size up the right support group for you, some things to look for are:

- Regularly scheduled meetings with an ongoing agenda to reassure members that the group will be there for them in the future with support and information.
- Warmth and friendliness between members and a welcoming attitude toward newcomers.
- Some focus and structure to meetings, while allowing time for members to mingle informally.

Approach your first meeting with an open mind and try to find out all you can. You may need to attend several meetings before you feel things are “clicking.” If you don’t feel you have found “your” group, and you are still interested in finding the right one, keep trying. Even within the same organization, chapters can be very different and membership is usually quite fluid.

Support groups can be tricky to find, especially if you live in a rural area. The easiest way to find one is through an internet search. Try to be as specific as possible in your search terms,

as comprehensive lists of available support groups in a community are rare. You might also ask your healthcare provider for information. Community centers are also good sources of information.

VOTING AND CITIZENSHIP

In Illinois, voting rights are restored for people with felony convictions upon their release, regardless of parole or probation status. Here are the steps for registering to vote:

Collect your personal information. You will need your home address, DOB, telephone number, and the last four digits of your social security number.

Fill out voter registration forms. They can be found online or at the office of the County Clerk in the county where you live. It does not cost anything to register to vote.

Mail form to the office of the County Clerk in the county where you live/you are residing. Addresses can be found on the internet. Sometimes the office of the County Clerk is in your county’s court house.

You will receive your voter registration card in the mail. Take that card with you to the polls on election day.

Myth: People with records can’t vote.

False. In Illinois you can vote upon release, and should!

THE REST OF YOUR LIFE

Reentry is a life-long process. You will never stop being a formerly incarcerated individual, nor cease facing burdens that our society places on returning citizens. Hopefully, though, it will become easier for you with time. Maybe you will even join the struggle against discrimination and prejudice for people with records.

We hope that you will find satisfying work, form meaningful relationships, and become a lifelong learner. Please don't forget the many thousands who will come home from prison after you. In Illinois, about 30,000 individuals each year face reentry. Once you are on your feet and doing well, please consider reaching out to them.

Stay strong. Be patient with yourself and those around you.
Take good care. And, again, welcome home.

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APPENDIX 1 – REENTRY SUPPORT RESOURCES

Felony Free Society, Chicago

Provides reentry support services including recovery skills, group mentorship sessions, life skills, motivation enhancement classes, employment coaching and referral services. It also provides housing referrals. It does not provide services to individuals convicted of sexual offenses.

<http://bfelonyfree.com>

First Followers

A Champaign-based group that hosts a regular drop-in center for returning citizens and supports them with job search skills and occasional workshops.

<http://www.firstfollowersreentry.com>

Green Reentry

A project run by the Inner-City Muslim Action Network. They rehab foreclosed and vandalized property in Chicago Lawn. These are then used for transitional housing for ex-offenders during their reentry.

Contact:

2744 West 63rd Street Chicago, Illinois 60629

Email: info@imancentral.org

Phone: 773-434-4626

Fax: 773-303-8858

Office Hours of Operation: Monday-Friday 9:00am to 5:00pm

Health Clinic Hours: Monday-Friday 9:00am to 5:00pm, Sunday 10:00 am to 2:00 pm

Reentry Illinois Reentry

A list of re-entry resources in Illinois by county.

<http://www.reentryillinois.net/IllinoisResourceDirectory.html>

APPENDIX 1 – REENTRY SUPPORT RESOURCES

Ripple Effect

A Champaign-based group that meets regularly to provide support for the families of incarcerated persons.

Contact:

Email: info@educationjustice.net

<http://www.educationjustice.net/home/>

Safer Foundation

Offers peer-center teaching that focuses on education, job training, social skills, and job placement support. It also offers specialized case management and post placement support for a full year following job placement.

Contact:

609 West Adams Chicago, IL 60661

Phone: 312-575-3271

Fax: 312-575-3274

<http://www.saferfoundation.org>

St. Leonard's Ministries

Provides education, training, and job placement services for formerly incarcerated men and women.

Contact:

2120 West Warren Blvd, Chicago, IL 60612

Phone: 312-738-1414

Fax: 312-738-1417

<http://www.slministries.org>

APPENDIX 1 – REENTRY SUPPORT RESOURCES

STRIVE Chicago Employment Service, Inc.

Provides the following programs: (1) Job Readiness Training Program, a free four-week training that prepares individuals to enter the workforce and build stable work histories; (2) Job Training and Economic Development (JTED) Health Care Industry, in which participants receive paid on-the-job training, certificate of completion, state certification and employee benefits (this program is not available to people with felony convictions or current drug use); (3) Fathers at Work Initiative, designed to assist non-custodial fathers with placement assistance, post-placement services, support services, and career advancement services; (4) Food Placement, a free four-week training program with Eurest Dining Services located at Roosevelt University, during which clients receive experience in Food Service, and receive a certificate of completion for each component successfully completed; (5) Hospitality Academy, a free high quality employment training to career oriented individuals who are seeking employment within the hospitality industry; (6) Women Focus Groups; and (7) a Walgreens Training Program, a partnership between STRIVE and Walgreens drug stores to provide on-site customer service/retail training.

STRIVE South

4910 South King Drive

Chicago, IL 60615

Phone: 312-624-9700

Fax: 312-624-9734

STRIVE West

1116 North Kedzie Avenue

Chicago, IL 60651

Phone: 312-645-7300

Fax: 312-645-7301

STRIVE North

1927 West Howard Street

Chicago, IL 60626

Phone: 312-465-5900

Fax: 312-465-6604

APPENDIX 1 – REENTRY SUPPORT RESOURCES

Thresholds

Provides key transitional services to people with severe mental illness exiting Illinois' Dwight and Dixon prisons and the Cook County Jail. Has programs which focus on deafness and homelessness.

Contact:

Thresholds 4101 N. Ravenswood Ave. Chicago, IL 60613

Phone: 773-572-5500

Deaf and Hard of Hearing CSI Team Leader

Phone: 773-537-3347

Visible Voices

A peer support and empowerment group for and run by formerly incarcerated women. This project is run by CLAIM.

<http://www.cgla.net>

APPENDIX 2 – ILLINOIS COUNTY CLERKS

Adams

Adams County Clerk
507 Vermont St., P.O. Box 1169
Quincy, IL 62301
217-277-2150
countyclerk@co.adams.il.us

Alexander

Alexander County Clerk
2000 Washington Ave.
Cairo IL 62914
618-734-7000
acc@lazernetwireless.net

Bond

Bond County Clerk
203 W. College
Greenville, IL 62246
618-664-0449
countyclerk@bondcounty il.com

Boone

Boone County Clerk
1212 Logan Ave., Suite 103
Belvidere, IL 61008
815-544-3103

Brown

Brown County Clerk and Registrar
200 Court St., Room 6
Mount Sterling, IL 62353
217-773-3421 (option 6)
jlham1009@hotmail.com

Bureau

Bureau County Clerk and Registrar
700 S. Main St., Suite 1
Princeton, IL 61356
815-875-2014

Calhoun

Calhoun County Clerk and Registrar
106 N. County Road
Hardin, IL 62047
618-576-2351
calhouncoclk@frontiernet.net

Carroll

Carroll County Clerk
301 N. Main
P.O. Box 152
Mount Carroll, IL 61053
815-244-0221
ccclerk3@carroll-county.net

Cass

Cass County Clerk and Recorder
P.O. Box 167
Virginia, IL 62691
217-452-7217 (option 4)
casselection@casscomm.com

Champaign

Champaign County Clerk
1776 E. Washington St.
Urbana, IL 61802
217-384-3720
mail@champaigncountyclerk.com

APPENDIX 2 – ILLINOIS COUNTY CLERKS

Christian

Christian County Clerk and Registrar
101 S. Main St., Suite 2
Taylorville, IL 62568
217-824-4969

Clark

Clark County Clerk and Registrar
County Courthouse
501 Archer Ave.
Marshall, IL 62441
217-826-8311
clerk@clarkcountyil.org

Clay

Clay County Clerk
Courthouse, Room 106
P.O. Box 160
Louisville, IL 62858
618-665-3626
claycoclk@wabash.net

Clinton

Clinton County Clerk
850 Fairfax St.
P.O. Box 308
Carlyle, IL 62231
618-594-2464 (option 3)

Coles

Coles County Clerk
651 Jackson Ave., Room 122
Charleston, IL 61920
217-348-0501
countyclerk@co.coles.il.us

Cook

Cook County Clerk
Bureau of Statistics
50 W. Washington
Concourse Level -25
P.O. Box 641070
Chicago, IL 60664-1070
312-603-7788

Crawford

Crawford County Clerk/Recorder
100 Douglas
P.O. Box 602
Robinson, IL 62454
618-546-1212
plycan@crawfordcountycentral.com

Cumberland

Cumberland County Clerk and Registrar
P.O. Box 146
Toledo, IL 62468
217-849-2631
clerk-recorder@cumberland.co.org

DeKalb

DeKalb County Clerk
110 E. Sycamore St.
Sycamore, IL 60178
815-895-7149

APPENDIX 2 – ILLINOIS COUNTY CLERKS

DeWitt

DeWitt County Clerk
201 W. Washington St.
P.O. Box 439
Clinton, IL 61727
217-935-7780
dsmith@dewittcountyill.com

Douglas

Douglas County Clerk
401 S. Center
P.O. Box 467
Tuscola, IL 61953
217-253-2411
clerk@douglascountyil.com

DuPage

DuPage County Clerk
421 N. County Farm Road
P.O. Box 1028
Wheaton, IL 60187
630-682-7035

Edgar

Edgar County Recorder
115 W. Court St., Room J
Paris, IL 61944
217-466-7433
eccr@edgarcounty-il.gov

Edwards

Edwards County Clerk and Registrar
50 E. Main St., Suite 12
Albion, IL 62806
618-445-2115

Effingham

Edwards County Clerk and Registrar
101 N. Fourth St., Second Floor
Suite 201
Effingham, IL 62401
217-342-6535
countyclerk@co.effingham.il.us

Fayette

Fayette County Clerk
221 S. Seventh St.
P.O. Box 401
Vandalia, IL 62471
618-283-5000
fayettecountyclerk@gmail.com

Ford

Local Registrar and County Clerk
200 W. State St., Room 101
Paxton, IL 60957
217-379-2721
clerk@fordcountycourthouse.com

Franklin

Franklin County Clerk
Courthouse
Benton, IL 62812
618-438-3221
frcoclrk@franklincounty.il.org

APPENDIX 2 – ILLINOIS COUNTY CLERKS

Fulton

Fulton County Clerk
100 N. Main
Lewistown, IL 61542
309-547-3041 ext. 118
lmikulich@fultonco.org

Gallatin

Gallatin County Clerk and Registrar
P.O. Box 550
Shawneetown, IL 62984
618-269-3025

Greene

Greene County Clerk
519 N. Main St.
Carrollton, IL 62016
217-942-5443
grctyck@hotmail.com

Grundy

Grundy County Clerk and Registrar
111 E. Washington St., Room 12
P.O. Box 675
Morris, IL 60450-0675
815-941-3222
lphillips@grundyco.org

Hamilton

Hamilton County Clerk and Registrar
Courthouse
McLeansboro, IL 62859
618-643-2721
coclerk@hamiltonco.us

Hancock

Hancock County Clerk
P.O. Box 39
Carthage, IL 62321
217-357-3911

Hardin

Hardin County Clerk and Registrar
P.O. Box 187
Elizabethtown, IL 62931
618-287-2251
hcdenton@shawnee.link.net

Henderson

Henderson County Clerk and Registrar
P.O. Box 308
Oquawka, IL 61469
309-867-2911
coclerk@mchsi.com

Henry

Henry County Clerk's Office
307 W. Center St.
Cambridge, IL 61238
309-937-3575 ext. 1
blink@henrycty.com

Iroquois

Iroquois County Clerk and Registrar
1001 E. Grant St.
Watseka, IL 60970
815-432-6960

APPENDIX 2 – ILLINOIS COUNTY CLERKS

Jackson

Jackson County Clerk
1001 Walnut St.
Murphysboro, IL 62966
618-687-7360

Jasper

Jasper County Clerk
204 W. Washington, Suite 2
Newton, IL 62448
618-783-3124

Jefferson

Jefferson County Clerk and Recorder
100 S. 10th St., Room 105
Mount Vernon, IL 62864
618-244-8020
jeffcoclerk@jeffil.us

Jersey

Jersey County Clerk and Registrar
200 N. Lafayette, Suite 1
P.O. Box 216
Jerseyville, IL 62052
618-498-5571 ext. 115
countyclerk@jerseycounty-il.us

Jo Daviess

Jo Daviess County Clerk
330 N. Bench St.
Galena, IL 61036
815-777-0161
countyclerk@jodaviess.org

Johnson

Johnson County Clerk and Registrar
Courthouse
400 Court Square
P.O. Box 96
Vienna, IL 62995
618-658-3611

Kane

Kane County Clerk and Registrar
719 S. Batavia Ave., Building B
Geneva, IL 60134
630-232-5950

Kankakee

Kankakee County Clerk and Registrar
189 E. Court St.
Kankakee, IL 60901
815-937-2990
countyclerk@k3county.net

Kendall

Kendall County Clerk and Recorder
County Office Building
111 W. Fox St.
Yorkville, IL 60560
630-553-4104

Knox

Knox County Clerk and Registrar
200 S. Cherry St.
Galesburg, IL 61401
309-345-3815
serickson@co.knox.il.us

APPENDIX 2 – ILLINOIS COUNTY CLERKS

Lake

Lake County Clerk
18 N. County St.
Attn: Vital Records
Waukegan, IL 60085
847-377-2411
vitalrecords@lakecountyil.gov

LaSalle

LaSalle County Clerk
LaSalle County Government Center
Room 161
707 Etna Road
Ottawa, IL 61350
815-434-8202
countyclerk@lasallemounty.org

Lawrence

Lawrence County Clerk
1100 State St.
Lawrenceville, IL 62439
618-943-2346

Livingston

Livingston County Clerk and Registrar
County Courthouse
112 W. Madison St.
Pontiac, IL 61764
815-844-2006

Logan

Logan County Clerk and Recorder
Courthouse, Room 20
601 Broadway St.
Lincoln, IL 62656
217-732-4148

Lee

Lee County Clerk and Registrar
112 E. Second St.
P.O. Box 329
Dixon, IL 61021
815-288-3309

McDonough

McDonough County Clerk
#1 Courthouse Square
Macomb, IL 61455
309-833-2474

McHenry

McHenry County Clerk
2200 N. Seminary Ave.
Woodstock, IL 60098
815-334-4242
countyclerk@co.mchenry.il.us

McLean

McLean County Clerk
115 E. Washington St.
Room 102
P.O. Box 2400
Bloomington, IL 61702-2400
309-888-5190
kathy.michael@mcleancoil.gov

Macon

Macon County Clerk and Registrar
141 S. Main St. - Room 104
Decatur, IL 62523-1210
217-424-1305

APPENDIX 2 – ILLINOIS COUNTY CLERKS

Macoupin

Macoupin County Clerk
P.O. Box 107
Carlinville, IL 62626
217-854-3214
pete.duncan@macoupincountyil.gov

Madison

Madison County Clerk
157 N. Main St., Suite 109
P.O. Box 218
Edwardsville, IL 62025
618-692-6290

Marion

Marion County Clerk and Registrar
P.O. Box 637
Salem, IL 62881
618-548-3400
ilmarioncountyclerk@ussonet.net

Marshall

Marshall County Clerk
122 N. Prairie
P.O. Box 328
Lacon, IL 61540-0328
309-246-0328

Mason

Mason County Clerk
P.O. Box 77
Havana IL 62644
309-543-6661
ccclerk@grits.net

Massac

Massac County Clerk and Registrar
P.O. Box 429
Metropolis, IL 62960
618-524-5213

Menard

Menard County Clerk and Registrar
P.O. Box 465
Petersburg, IL 62675
217-632-2415
gtreseler@co.menard.il.us

Mercer

Mercer County Clerk
100 S.E. Third St.
Aledo, IL 61231
309-582-7021

Monroe

Monroe County Clerk and Registrar
100 S. Main St.
Waterloo, IL 62298
618-939-8681 ext. 306
moclerk@htc.net

Montgomery

Montgomery County Clerk
#1 Courthouse Square
P.O. Box 595
Hillsboro, IL 62049
217-532-9530
sandyleitheiser@hotmail.com

APPENDIX 2 – ILLINOIS COUNTY CLERKS

Morgan

Morgan County Clerk
300 W. State St.
P.O. Box 1387
Jacksonville, IL 62650
217-243-8581

Moultrie

Moultrie County Clerk and Registrar
10 S. Main St., Suite 6
Sullivan, IL 61951
217-728-4389
ctyclrk@moultrie.com

Ogle

Ogle County Clerk
105 S. 5th St., Suite 104
Oregon, IL 61061
815-732-1110

Peoria

Peoria County Clerk
324 Main St., Room 101
Peoria, IL 61602
309-672-6059

Perry

Perry County Clerk
3764 State Rte. 13/127
P.O. Box 438
Pinckneyville, IL 62274
618-357-5116

Piatt

Piatt County Clerk
101 W. Washington St.
P.O. Box 558
Monticello, IL 61856
217-762-9487
countyclerk@piattcounty.org

Pike

Pike County Clerk
121 E. Washington St.
Pittsfield, IL 62363
217-285-6812
donnieapps@adams.net

Pope

Pope County Clerk
400 Main St.
P.O. Box 216
Golconda, IL 62938
618-683-4466

Pulaski

Pulaski County Clerk and Registrar
500 Illinois Ave.
P.O. Box 118
Mound City, IL 62963
618-748-9360
juliesauerbrunn@yahoo.com

APPENDIX 2 – ILLINOIS COUNTY CLERKS

Putnam

Putnam County Clerk
120 N. Fourth St.
Hennepin, IL 61327
815-925-7129
dankuhn@mchsi.com

Randolph

Randolph County Clerk
#1 Taylor St., Room 202
Chester, IL 62233
618-826-5000

Richland

Richland County Clerk and Registrar
103 W. Main St.
Olney, IL 62450
618-392-3111

Rock Island

Rock Island County Clerk
1504 Third Ave.
Rock Island, IL 61201
309-786-4451

St Clair

St. Clair County Clerk
10 Public Square
Belleville, IL 62220
618-277-6600

Saline

Saline County Clerk and Registrar
10 E. Poplar St.
Harrisburg, IL 62946
618-253-8197

Sangamon

Sangamon County Clerk
200 S. 9th St., Room 101
Springfield, IL 62701
217-753-6700
vitalrecords@co.sangamon.il.us

Schuyler

Schuyler County Clerk
102 S. Congress
P.O. Box 200
Rushville, IL 62681
217-322-4734
clerk85@schuylercounty.org

Scott

Scott County Clerk and Registrar
35 E. Market St.
Winchester, IL 62694
217-742-3178
scottcoclerk@frontier.com

Shelby

Shelby County Clerk
P.O. Box 230
Shelbyville, IL 62565
217-774-4421

APPENDIX 2 – ILLINOIS COUNTY CLERKS

Stark

Stark County Clerk and Registrar
130 W. Main St.
P.O. Box 67
Toulon, IL 61483
309-286-5911
val@starkco.il.gov

Stephenson

Stephenson County Clerk
15 N. Galena Ave., Suite 500
Freeport, IL 61032
815-235-8289

Tazewell

Tazewell County Clerk and Registrar
McKenzie Building - 2nd Floor
Fourth and Court Streets
Pekin, IL 61554
309-477-2264

Union

Union County Clerk
309 W. Market St., Room 116
Jonesboro, IL 62952
618-833-5711
tbartruff@unioncountyil.gov

Vermilion

Vermilion County Clerk
Courthouse Annex
6 N. Vermilion St.
Danville, IL 61832
217-554-1900
Vital Records: ccvital@vercounty.org
Administration: tturner@vercounty.org

Wabash

Wabash County Clerk Courthouse
401 Market St.
P.O. Box 277
Mount Carmel, IL 62863
618-262-4561

Warren

Warren County Clerk and Registrar
100 W. Broadway
Monmouth, IL 61462
309-734-8592
warrencountyclerk@yahoo.com

Washington

Washington County Clerk
101 E. St. Louis St.
Nashville, IL 62263
618-327-4800, ext. 300
wccclerk2@hotmail.com

Wayne

Wayne County Clerk
P.O. Box 187
Fairfield, IL 62837
618-842-5182
countyclerk@waynecountygovil.com

White

White County Clerk
P.O. Box 339
Carmi, IL 62821
618-382-7211

APPENDIX 2 – ILLINOIS COUNTY CLERKS

Whiteside

Whiteside County Clerk
200 E. Knox St.
Morrison, IL 61270
815-772-5189

Will

Will County Clerk
302 N. Chicago St.
Joliet, IL 60432
815-740-4615 - (Birth and Deaths)
815-740-4626 - (Marriages)

Williamson

Williamson County Clerk
407 N. Monroe St., Suite 119
Marion, IL 62959
618-997-1301, ext. 100

Winnebago

Winnebago County Clerk
404 Elm St.
Rockford, IL 61101
815-319-4250

Woodford

Woodford County Clerk and Recorder
115 N. Main, Suite 202
Eureka, IL 61530
309-467-2822

APPENDIX 3 – BIRTH CERTIFICATE REQUEST FORMS

-----Cook County Clerk David Orr, Bureau of Vital Records-----

BIRTH RECORD REQUEST FORM

of copies _____

Name at birth _____
First Middle Last

Date of birth _____
Month / Day / Year

Place of birth _____
City or Village (in Cook County)

Name of mother _____
First Last (maiden)

Name of father _____
First Last

Under Illinois law [410 ILCS 535/25 (4) (b)] a certified copy of a birth record is only available to persons with a "direct and tangible interest" in the record, such as one's self, parent, guardian or legal representative. Anyone who willfully and knowingly uses or attempts to use any certificate and/or certification for the purposes of deception is guilty of a Class 4 felony [410 ILCS 535/27 (c), (f)] punishable up to three years in prison.

Your Name _____
First Last

Signature _____

Mailing Address _____
Number Street Unit Number

City State Zip Code

Relationship to Child/ Telephone number

*If requesting the document by mail, please include: 1) a check or money order; 2) a photocopy of your photo identification; 3) a self-addressed stamped envelope

How would you like to receive this document?

- Mail it to me
 I'll wait for it
 I'll pick it up later



David Orr
 Cook County Clerk
 Bureau of Vital Records
 50 West Washington Street, Room CL-25
 Chicago, Illinois 60602
 (312) 603-7790 / VITAL.RECORDS@cookcountyil.gov
www.cookcountyclerk.com

bn.201.1

BIRTH RECORD REQUEST FORM

To obtain a copy of a birth record from the Cook County Clerk's Office, please read the following: Certified copies of birth records cost \$15 for the first copy, which is nonrefundable if no record is found and a Certification That No Record Was Found is issued, and \$4 for each additional copy of the same record.

Four ways to obtain a birth record:



Mail your request to:
 Bureau of Vital Records
 PO Box 64-1070
 Chicago, IL 60664-1070

Fill out the form on the reverse side and include:

- A check or money order payable to the Cook County Clerk
- A photocopy of your photo identification (e.g. driver's license, or State issued identification, etc.)
- A self-addressed stamped envelope



Call our Vital Chek Hotline:
 (866) 252-8974

Charge your order to a major credit card for an additional fee.



Go to a Local Currency Exchange:

Call (847) 759-8905 for Currency Exchange locations and hours
 Obtain your record for an additional \$5 fee.



Visit us in person and pay with cash or debit card
 (Sorry, we can't accept Visa):
 50 West Washington Street, Chicago, Illinois, Room CL-25
 Or, visit one of our five suburban offices.
 Call (312) 603-7790 for locations and hours.

lnc2011

APPENDIX 3 – BIRTH CERTIFICATE REQUEST FORMS



State of Illinois
Illinois Department of Public Health

Application for Search of Birth Record Files

The state began recording birth records on January 1, 1916.

The Division of Vital Records offers two types of birth certificates available for legal purposes.
Please indicate your choice below and **return this form with the proper fee and a legible copy of your non-expired, government issued photo ID.**

Illinois Law (ILCS410/535/25(1)) requires advanced payment for the search of birth record files. This \$10.00 search fee, included in the price of the copy(ies) you are requesting, is non-refundable.

DO NOT SEND CASH – Make check or money order payable to: **ILLINOIS DEPARTMENT OF PUBLIC HEALTH**

<p>Birth certificate (with the following items: name, date of birth, sex, place of birth, mother/co-parent's maiden name, mother/co-parent's place of birth, mother/co-parent's age, father/co-parent's name, father/co-parent's place of birth, father/co-parent's age, file date, date issued and State File number)</p> <p>\$10.00 first copy \$2.00 each additional copy</p> <p>Amount enclosed \$ _____ for _____ total copies</p>	<p>Birth certificate (with available information collected at time of birth - information has varied throughout the years)</p> <p>\$15.00 first copy \$2.00 each additional copy</p> <p>Amount enclosed \$ _____ for _____ total copies</p>
<p>Foreign birth (births of adopted persons born outside of the U.S. who were re-adopted in Illinois) OR ADMINISTRATIVE FOREIGN BIRTH RECORD</p> <p>\$5.00 each copy</p> <p>Amount enclosed \$ _____ for _____ total copies</p>	<p>Genealogical (uncertified) (records 75 years old and older)</p> <p>\$10 first copy \$2 each additional copy</p> <p>Amount enclosed \$ _____ for _____ total copies</p>

FULL NAME (First, Middle, Last Prior to First Marriage/Civil Union)		
PLACE OF BIRTH (Hospital, City or Town, County, State)		
DATE OF BIRTH (Month, Day, Year)	SEX	BIRTH CERTIFICATE NUMBER (if known)
FATHER/CO-PARENT'S NAME (First, Middle, Last Prior to First Marriage/Civil Union, Current Legal Last Name)		
MOTHER/CO-PARENT'S NAME (First, Middle, Last Prior to First Marriage/Civil Union, Current Legal Last Name)		

INDIVIDUAL REQUESTING COPIES

MAIL RECORD(S) TO: (If other than applicant)

PRINT NAME _____	NAME _____
STREET ADDRESS _____	AGENCY _____
CITY _____ STATE _____ ZIP _____	STREET ADDRESS _____
YOUR RELATIONSHIP TO PERSON _____	CITY _____
INTENDED USE _____	STATE _____ ZIP _____
SIGNATURE _____	

NOTE: Birth Certificates are confidential records and copies can **only** be issued to persons entitled to receive them (for a complete list, see other side). The application must indicate the requestor's relationship to the person and the intended use of the document. (SEE OTHER SIDE)

MAIL TO: Illinois Department of Public Health, Division of Vital Records, 925 E. Ridgely Avenue, Springfield, IL 62702-2737 For more information - www.idph.state.il.us/vitalrecords/index.htm

APPENDIX 4 – SS CARD APPLICATION

SOCIAL SECURITY ADMINISTRATION Application for a Social Security Card

Form Approved
OMB No. 0960-0066

1	NAME TO BE SHOWN ON CARD	First	Full Middle Name	Last										
	FULL NAME AT BIRTH IF OTHER THAN ABOVE	First	Full Middle Name	Last										
	OTHER NAMES USED													
2	Social Security number previously assigned to the person listed in item 1	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>												
3	PLACE OF BIRTH (Do Not Abbreviate) City	State or Foreign Country	Office Use Only FCI	4 DATE OF BIRTH MM/DD/YYYY										
5	CITIZENSHIP (Check One)	<input type="checkbox"/> U.S. Citizen	<input type="checkbox"/> Legal Alien Allowed To Work	<input type="checkbox"/> Legal Alien Not Allowed To Work (See Instructions On Page 3)										
6	ETHNICITY Are You Hispanic or Latino? (Your Response is Voluntary) <input type="checkbox"/> Yes <input type="checkbox"/> No	7 RACE Select One or More (Your Response is Voluntary)	<input type="checkbox"/> Native Hawaiian <input type="checkbox"/> Alaska Native <input type="checkbox"/> Asian	<input type="checkbox"/> American Indian <input type="checkbox"/> Black/African American <input type="checkbox"/> Other Pacific Islander <input type="checkbox"/> White										
8	SEX	<input type="checkbox"/> Male	<input type="checkbox"/> Female											
9	A. PARENT/ MOTHER'S NAME AT HER BIRTH	First	Full Middle Name	Last										
	B. PARENT/ MOTHER'S SOCIAL SECURITY NUMBER (See instructions for 9 B on Page 3)	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> <input type="checkbox"/> Unknown												
10	A. PARENT/ FATHER'S NAME	First	Full Middle Name	Last										
	B. PARENT/ FATHER'S SOCIAL SECURITY NUMBER (See instructions for 10B on Page 3)	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> <input type="checkbox"/> Unknown												
11	Has the person listed in item 1 or anyone acting on his/her behalf ever filed for or received a Social Security number card before? <input type="checkbox"/> Yes (If "yes" answer questions 12-13) <input type="checkbox"/> No <input type="checkbox"/> Don't Know (If "don't know," skip to question 14.)													
12	Name shown on the most recent Social Security card issued for the person listed in item 1	First	Full Middle Name	Last										
13	Enter any different date of birth if used on an earlier application for a card	MM/DD/YYYY												
14	TODAY'S DATE MM/DD/YYYY	15 DAYTIME PHONE NUMBER Area Code	Number											
16	MAILING ADDRESS (Do Not Abbreviate)	City	State/Foreign Country	ZIP Code										
17	I declare under penalty of perjury that I have examined all the information on this form, and on any accompanying statements or forms, and it is true and correct to the best of my knowledge.													
17	YOUR SIGNATURE	18	YOUR RELATIONSHIP TO THE PERSON IN ITEM 1 IS: <input type="checkbox"/> Self <input type="checkbox"/> Natural Or Adoptive Parent <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Other Specify _____											
DO NOT WRITE BELOW THIS LINE (FOR SSA USE ONLY)														
NPN		DOC	NTI	CAN										
PBC	EVI	EVA	EVC	PRA										
EVIDENCE SUBMITTED		SIGNATURE AND TITLE OF EMPLOYEE(S) REVIEWING EVIDENCE AND/OR CONDUCTING INTERVIEW												
		DATE												
		DATE												

APPENDIX 5 – HALFWAY HOUSES

Organization	Website	Contact	Alternate Contact	Description of Services
A Fresh Start Sober Living 2606 W. Potomac Chicago, IL Phone: 1(312)238-8647	www.sober.com			A warm supportive recovery home environment for adult men who are ready to take a step toward independence
A Safe Haven Alsip 1255 South Alpine Alsip, IL Phone 1: 1(708)389-6420 Phone 2: 1(312)372-3820	www.asafehaven.com	Roxanne Travis: NCRS		Recovery homes for men. Women in varied locations; 12 step programs; employment readiness; assessment and seriousness to seek recovery
A Safe Haven Damen 7355 N. Damen Chicago, IL Phone: 1(773)977-7600	www.asafehaven.com	Skip Land: NCRS Chief Operating Officer s6434evans@aol.com		Recovery homes for men. Women in varied locations; 12 step programs; employment readiness; assessment and seriousness to seek recovery
A Safe Haven Kingston 7346 S. Kingston Chicago, IL Phone 1: 1(773)375-6455 Phone 2: 1(312)372-3820	www.asafehaven.com	Gerald Elmore: NCRS		Recovery homes for men. Women in varied locations; 12 step programs; employment readiness; assessment and seriousness to seek recovery
A Safe Haven LLC Jarvis 2049 W. Jarvis Chicago, IL Phone 1: 1(708)389-6450 Phone 2: 1(312)372-3820	www.asafehaven.com	Sterling Gildersleeve: NCRS		Recovery homes for men. Women in varied locations; 12 step programs; employment readiness; assessment and seriousness to seek recovery

APPENDIX 5 – HALFWAY HOUSES

Organization	Website	Contact	Alternate Contact	Description of Services
A Safe Haven LLC Washington 180 W. Washington Ste. 1000 Chicago, IL Phone 1: 1(312)372-6707 Phone 2: 1(312)372-3820	www.asafehaven.com	Penny LoCoco: NCRS		Recovery homes for men. Women in varied locations; 12 step programs; employment readiness; assessment and seriousness to seek recovery
Agora Community Services Corporation Chicago, IL Phone: 1(708)227-9343	www.agoracommunity.homestead.com	Mary Jones: Executive Director agoracommunity@yahoo.com		Services that promote human development of women, their families and communities. Counselors work with residents to help develop skills necessary to obtain and retain housing and employment
AIDS Foundation of Chicago 411 S. Wells, Ste. 300 Chicago, IL Phone: 1(312)-922-2322	www.aidschicago.org	Skip Land: NCRS Chief Operating Officer s6434evans@aol.com		Case management and housing for people living with HIV/AIDS
Alcoholic Rehabilitation Community Home 1313 21st Street Granite City, IL Phone: 1(618)877-7984		Cary Freen: Director archhouse@sbcglobal.net		Member of Assn. of Halfway Houses, Alcoholism Programs of North America Inc.

APPENDIX 5 – HALFWAY HOUSES

Organization	Website	Contact	Alternate Contact	Description of Services
<p>Another Chance Center 1640 McCasland Ave. East St. Louis, IL Phone: 1(618)271-2787</p>				Licensed transitional housing and services for men; Up to 20 sex offenders; case management; IDOC contract
<p>Bethel New Life 4950 W. Thomas Chicago, IL Phone: 1(773)473-7870</p>	<p>www. bethelnewlife. org</p>			Community Development programs to support housing; family; elders; and employment needs
<p>Brighter, Behavior, Choices, Inc. 6525 S. Campbell Ave. Chicago, IL Phone: 1(773)434-5526</p>		<p>Sheila Rickman: Founder Phone: 1(773)512-5415 bbchoicesinc@att.net</p>		A clean and sober environment for women; to recognize potential problems, evaluate alternatives and implement positive solutions to reduce recidivism among women
<p>Calvary Road Ministry 1018 12th St. Rock Island, IL Phone: 1(309)793-4673</p>		<p>Pastor Duane Dewey</p>		Church run aftercare housing; Christian support group
<p>Carpenter's Place 1149 Railroad Ave. Rockford, IL Phone: 1(815)964-4105</p>	<p>www.carpentersplace.org</p>	<p>Allan Barsema: Executive Director Phone: ext 204 allanb@carpentersplace.org</p>	<p>Cathy Barsema: Director of Guest Services cathyb@carpentersplace.org</p>	Collaborative Casemanagement system- Life recovery plan- services for homeless including transitional housing in the Rockford area. NIU/HUD/HMIS compliant working with other community and government provid

APPENDIX 5 – HALFWAY HOUSES

Organization	Website	Contact	Alternate Contact	Description of Services
Carver C.A.A. Transitional Housing Galesburg, IL				
Cathedral Shelter 1688 W. Ogden Ave. Chicago, IL Phone: 1(312)997-2222	www.cathedralshelter.org			Family apartments for poor with history of addiction/incarceration; Drug and alcohol counseling
Catholic Charities-Chicago 651 W. Lake Street Chicago, IL Phone 1: 1(312)655-7700 Phone 2: 1(312)655-7718	www.catholiccharities.net	Rev. Michael Boland: President, CEO Phone: 1(312)655-7032	Ellen E. Gorney: Director of Programs Phone: 1(312)655-7758	Family Shelters; New Hope Apartments-transitional; employment training; substance abuse; food pantry; clothing; case management services
Community Supportive Living Systems, Inc. 11113 S. Western Ave. Chicago, IL Phone 1: 1(773)881-1767 Phone 2: 1(773)667-2390		Herschel Gamble Phone: 1(773)239-0501		Transitional housing for 30 male youth or young adults with HIV
Contact Ministries 1100 E. Adams Springfield, IL Phone 1: 1(217)552-0048				Shelter for women and children, no men. Walk-ins welcome, 24 hour intake

APPENDIX 5 – HALFWAY HOUSES

Organization	Website	Contact	Alternate Contact	Description of Services
Cornerstone Community Outreach 4628 N. Clifton Avenue Chicago, IL Phone 1: 1(773)271-8163	www.ccolife.org			Programs include: feeding and sheltering homeless, job training and creation, affordable housing for the poor, educational and social programs. CSAC-N
Cornerstone Recovering Community 11001 S. Wentworth Chicago, IL Phone 1: 1(773)909-2424		Miles Cole		Part of Association of Halfway House, Alcoholism Programs of North America
Corporation for Supportive Housing Chicago, IL	www.csh.org			
CRADC Unit Women's Residence 1710 West Lunt Chicago, IL		Kathleen Corcoran: Director		
Cressey House 1668 W. Ogden Ave. Chicago, IL Phone 1: 1(312)997-2222	www.cathedralshelter.org			Family Apartments for female poor with history of addiction or incarceration, counseling-case management
Danville Rescue Mission P.O. Box 1485 Danville, IL Phone 1: 1(217)446-1485 Phone 2: 1(217)446-7223		Ted L. Parker: Executive Director		Emergency and transitional housing for men, women, and families; chapel services, prepared meals, and thrift store

APPENDIX 5 – HALFWAY HOUSES

Organization	Website	Contact	Alternate Contact	Description of Services
Franciscan Outreach Association 1645 W. LeMoyne St. Chicago, IL Phone 1: 1(773)278-6724	www.franoutreach.org			Serving the poor through case management and providing a soup kitchen on Kinzie, transitional shelter in Harvey (St. Athony Pilgrim House), and other ministries
Fresh Start House 1835 W. Erie Chicago, IL Phone 1: 1(312)409-1313		Steven Hirsch: Exec Director		Recovery home: AHHAP
G&G Associates 1255 Division St. Chicago Heights, IL Phone 1: 1(773)737-9699				Maximum 20 sex offenders; Licensed Transitional Housing Facilities DOC
Galesburg Rescue Million 435 E. Third St. Galesburg, IL Phone 1: 1(309)343-4151		David A. Scholl: Executive Director schollnine@grics.net		Emergency and transitional housing for men, women, and families; chapel services, prepared meals, thrift store, long termed rehab for men and women, crisis pregnancy program
Good Samaritan Community Services 3551 W. Roosevelt Rd. Chicago, IL Phone 1: 1(773)521-8442	www.hopehouseofchicago.org	Jimmie Covington elderjcovington@hotmail.com		Emergency shelter; housing, residential homes, men's support group, mentor; recovery/relapse programs; substance abuse group

APPENDIX 5 – HALFWAY HOUSES

Organization	Website	Contact	Alternate Contact	Description of Services
Grace House (W) 1801 W. Adams St. Chicago, IL Phone 1: 1(312)733-5383	www.slministries.org	Bernadine Dowdell: Program Director Phone: 1(312)733-5363 ghprogdir@slministries.org	Sister Cathie McKillop: Director of Volunteers Phone: 1(312)226-6270 x 12	Transitional housing and services for women; case management; family counseling; group meetings Michael Barlow Center- education, training, employment
Home Sweet Home Mission 303 E. Oakland Ave. Decatur, IL Phone 1: 1(309)828-7356				Offers emergency, long term, and transitional shelter for men, women, and children. Must be 18 or older or with a guardian if younger than 18, Photo ID required, non-resident lunch at noon
Hope Coles County Homeless Shelter P.O. Box 1123 Charleston, IL Phone 1: 1(217)348-0912 Phone 2: 1(217)348-5931				Provides shelter for SINGLE women, men, and children but not families. No walk-ins, Police background check required. 24 hour intake
Hope House c/o Lawndale Community Church 3759 W. Ogden Ave. Chicago, IL Phone 1: 1(773)762-6389	www.lawndalechurch.org	Stanley Ratliff: Director Phone: 1(312)296-4779 sratliff@lawndalechurch.org	Joseph Atkins, Jr: Co-Founder of Hope house Phone: 1(773)762-6389 jatkins@lawndalechurch.org	Transitional Housing (9 mo. Program) for ex-prisoners and drug addicts; offers bible study, daily support groups: AA, NA, etc; Bridge Support Group

APPENDIX 5 – HALFWAY HOUSES

Organization	Website	Contact	Alternate Contact	Description of Services
House of Refuge 7544 S. Eberhardt Chicago, IL Phone 1: 1(773)483-9755		Rebecca Sankey: Founder		Transitional Home for Women; reentry services & referrals; in-house support groups
IFOUR Project-Chicago House 1925 N. Clybourn, Ste 401 Chicago, IL Phone 1: 1(773)248-5200	www.chicagohouse.org			Housing for HIV, AIDS, homeless, etc. Counseling and support services for families
Illinois Assn. Halfway House Programs 891 S. Route 53 Addison, IL Phone 1: 1(773)252-2877		Veronica Sammon Phone: Jack King		Association of half-way houses and alcoholism program
Illinois Coalition Against Domestic Violence 801 S. 11th Street Springfield, IL Phone 1: 1(217)769-2830	www.ilcadv.org			Provides education, referral information, and shelter referral throughout Illinois
Kolnonia House National Ministries 818 E. Indiana St. Wheaton, IL Phone 1: 1(630)221-9930	www.khnm.net	Willie & Millie Martinez: Resident Directors	Manny Mills: Executive Director	Transitional Home and Support Groups for Christian Men; can serve up to 4 men. Write for application

APPENDIX 5 – HALFWAY HOUSES

Organization	Website	Contact	Alternate Contact	Description of Services
Lakefront SRO Residences 4946 N. Sheridan Rd. Chicago, IL Phone 1: 1(312)581-0900	www.grass-roots.org/usa/lakefront.shtml	Jean Butzen		Single Room Occupancy affordable housing (\$90-\$250/month)
Lakeview Shelter 835 W. Addison St. Chicago, IL Phone: 1(773)327-1389				Overnight shelter north side provides drug counseling and clothing
Leslie's Place (W) 1014 N. Hamlin Chicago, IL Phone 1: 1(773)342-8384		Leslie Brown: Founder		Transitional Housing for women; case management
Lifespring Center 517 College Ave. Ste 102 Aurora, IL Phone 1: 1(630)851-0187	www.waysidecross.org			Women & children-12 mo. Residential program; case management (part of Wayside Cross Ministries)
Lincoln Park Community Shelter 600 W. Fullerton Chicago, IL Phone 1: 1(773)549-6111	www.lpcsonline.org			Overnight shelter, interim housing, and employment resources
M.E.R.C.Y. Communities, Inc. 108 E. Cook St. Springfield, IL Phone 1: 1(217)744-1126	www.mercycommunities.com			Transitional living program that provides stable housing and intensive support services, not an emergency shelter. Requires an application, takes 4-6 weeks, 24 hour service to schedule appointment

APPENDIX 5 – HALFWAY HOUSES

Organization	Website	Contact	Alternate Contact	Description of Services
Morning Star Mission 350 E. Washington St. Joliet, IL Phone 1: 1(815)722-5780	www.morningstarmission.org			Mission- shelter, food, transitional, residential substance abuse treatment, over 100 years of service; transportation, etc.
Mother's House 904 N. St. Louis Chicago, IL Phone 1: 1(773)252-5360				
National Associate Human Service Provider 8251 S. Rhodes Chicago, IL Phone 1: 1(773)287-9365		Father Elmwood Nyther		Part of Halfway House, Alcoholism Programs of North America
Nehemiah House c/o Lawndale Community Ch. 3827 W. Ogden Ave. Chicago, IL Phone 1: 1(773)762-6389	www.lawndalechurch.org	Darryl Saffore: Director dsaffore@lawndalechurch.org		Second Stage Housing after 9mo. Program at hope House; 4 men to an apartment-budgeting; finance; requires small rental fee.
Neville House 1301 W. Washington Bloomington, IL Phone 1: 1(309)-827-7070	www.mccainc.org			Shelter for domestic violence victims, offers support groups. Legal advocacy, and counseling for women and children, 24 hour intake.
Newman House P.O. Box 887 Mount Prospect, IL Phone 1: 1(847)644-9425		Steven Janes: Director		Christian transitional home for males released from prison; former director of Teen Challenge

APPENDIX 5 – HALFWAY HOUSES

Organization	Website	Contact	Alternate Contact	Description of Services
Olive Branch Mission 6310 S. Claremont Chicago, IL Phone 1: 1(773)476-6200	www.obmission.org	David Bates: CEO Phone: 1(773)948-3004		Shelter; mission; food; clothing; substance abuse; employment training; community resource center
Prodigal House/ Judah First World Ministry 8400 S. Ashland Ave. Chicago, IL Phone 1: 1(773)344-2168		Pastor Charles Black: Director	Miavria Black	Transitional Housing for Men; Christian Support groups
Rebecca Johnson Apartments/ Deborah's Place 2822 W. Jackson Blvd. Chicago, IL Phone 1: 1(773)722-5080	www.deborahsplace.org	Phone: info@deborahsplace.org		Female Apartments; Comprehensive case management, therapeutic services, education and employment assistance are offered on-site to help women make the transition from homelessness to self-sufficiency.
Residence West-LSSI 675 Varsity Drive Elgin, IL		Al Meginnis: Program Director		
Restoration Ministries 253 East 159th Street Harvey, IL Phone 1: 1(708)333-3370		Ray Banks: Executive Director Phone: 1(708)333-3370		A Christian training residential program for men who have overcome their addictions. Helps recovering drugs addicts, at-risk, underprivileged youth, families, and senior citizens.

APPENDIX 5 – HALFWAY HOUSES

Organization	Website	Contact	Alternate Contact	Description of Services
Resurrection House, Inc. 13922 Lincoln Ave. Dolton, IL Phone 1: 1(708)849-4418	www.resurrectionhouseinc.org	Mattie Davis: Executive Director Phone: 1(312)307-1088 resurrectionhouse13922@yahoo.com		Sober house for females in the south suburbs; substance abuse groups
Salvation Army 530 N. 6th St. Springfield, IL Phone 1: 1(217)525-2196				Provides Shelter for men, women, and children, Walk-ins only. Open 7pm-7am, will admit the first 35 each evening.
Salvation Army Family Center 417 NE Adams Street Peoria, IL Phone 1: 1(309)6555-7272				Provides food, water, and rent assistance. Emergency shelter, counseling and referral services. Shelter for women and children, men also if they have custody of children. Single men, welcome November-April
Serenity House 891 South Route 53 Addison, IL Phone 1: 1(630)620-6616	www.serenityhouse.com	Henry Tews: President/CEO serenity@serenityhouse.com		Second Stage Housing after 9mo. Program at hope House; 4 men to an apartment-budgeting; finance; requires small rental fee.
Sober Living Alternatives 7355 N. Damen Chicago, IL Phone 1: 1(773)977-7600		Skip Evans: NCRS s6434evans@aol.com		

APPENDIX 5 – HALFWAY HOUSES

Organization	Website	Contact	Alternate Contact	Description of Services
Sojourn Shelter and Services, Inc. 1800 Westchester Blvd. Springfield, IL Phone 1: 1(217)726-5100	www.sojournshelter.org			Provides emergency shelter, counseling, and court advocacy for women and children of domestic violence. 24 hour intake
South Suburban Cook County Social Services Harvey, IL	www.suburbancook.org/files			
St. Leonard's House 2100 W. Warren Blvd. Chicago, IL Phone 1: 1(312)738-1414	www.slministries.org	Christopher Vaughn: Program Director Phone: x22 slhprogdir@slministries.org	Patricia Taylor: Asst. Program Director Phone: x24	Transitional housing and services for men; and some sex-offenders; case management; IDOC contract- Michael Barlow Center for Education and Employment
St. Martin de Porres House of Hope 6423 S. Woodlawn Ave. Chicago, IL Phone 1: 1(773)643-5643		Sister Theresa Sister Sullivan		Shelter for women and children- up to 120; job training, substance abuse rehab, family/life skills; computer skills; case management
Stepping Stones, Inc. 1621 Theodore Joliet, IL Phone 1: 1(815)744-7659		Virginia Brock		
Tabitha House (W)(RM) 456 East 163rd Street South Holland, IL Phone 1: 1(708)333-0607		Tony Phone: 1(708)333-0607		A free, 18-month residential Christian training facility for women who have struggled with addictions.

APPENDIX 5 – HALFWAY HOUSES

Organization	Website	Contact	Alternate Contact	Description of Services
Teach Them How 10501 S. Parnell Chicago, IL Phone 1: 1(773)445-8497		Cloteal Williams: Director teachthem how@aol.com		Recovery Home; AHHAP
Teen Challenge Center 3601 W. Cortland Chicago, IL Phone 1: 1(773)772-2211	www.teenchallengeil.com	tcillinois@aol.com	tcchicago@aol.com	Christian Recovery Home for Males 18+
Teen Challenge-Audrey's Home for Girls 151 W. Prairie Ave. Decatur, IL Phone 1: 1(217)423-9117	www.tciidecatur@aol.com			Christian Recovery Home for Females 13-17
Teen Challenge-Redemption House 311 Olive St. Peoria, IL Phone 1: 1(309)673-3716		www.tci2@aol.com		Christian Recovery Home for Males 18+
The Salvation Army- Chicago Central ARC 506 N. Des Plaines Ave. Chicago, IL Phone 1: 1(312)738-4367	www.usc.salvationarmy.org/usc/www_usc_arc.net	Mark and Susan Anderson: Majors Mark_Anderson@usc.salvationarmy.org		Adult Rehabilitation Center for men with drug and alcohol addictions

APPENDIX 5 – HALFWAY HOUSES

Organization	Website	Contact	Alternate Contact	Description of Services
The Salvation Army- Chicago Northside ARC 2258 N. Clybourn Ave. Chicago, IL Phone 1: 1(773)477-1771	www.usc.salvationarmy.org/usc/www_usc_arc.net	Larry & Jean Manzella: Majors Larry_Manzella@usc.salvationarmy.org		Adult Rehabilitation Center for men with drug and alcohol addictions
The Salvation Army- Rockford ARC 1706 18th St. Rockford, IL Phone 1: 1(815)397-0440	www.usc.salvationarmy.org/usc/www_usc_arc.net	Scott & Karen Salsbury: Captains Scott_Salsbury@usc.salvationarmy.org	Michael Sjogren: Social Services Director Phone: 1(815)972-1135 mike_sjogren@usc.salvationarmy.org	Adult Rehabilitation Center for men with drug and alcohol addictions
The Salvation Army- Springfield ARC 221 N. 11th Street Springfield, IL Phone 1: 1(217)-528-7573	www.ssaarc.org	Van & Cheryl Wirth: Administrators Van_Wirth@usc.salvationarmy.org		Adult Rehabilitation Center for men with drug and alcohol addictions, housing for 70 men
The Salvation Army- Waukegan 431 S. Genesee St. Waukegan, IL Phone 1: 1(847)622-7730	www.usc.salvationarmy.org/usc/www_usc_arc.net	James & Linda Porterfield: Majors James_Potterfield@usc.salvationarmy.org		Adult Rehabilitation Center for men with drug and alcohol addictions
The Sky is the Limit Recovery Facilities 5742 S. Normal Chicago, IL Phone 1: 1(773)952-7817		William E. Harris III: Founder & CEO williamthree@tmo.blackberry.net		Equipping men with tools they need to achieve a bright new future that is free of poverty, abuse, and addiction with a structured program in a remodeled, affordable, clean environment.

APPENDIX 5 – HALFWAY HOUSES

Organization	Website	Contact	Alternate Contact	Description of Services
The Studios 618 S. Wabash Chicago, IL Phone 1: 1(312)328-6810	www.theleague.org/studios.htm	Darlene Roberts: Property Manager		Single Room Occupancy affordable housing with security. \$390/month with utilities
Women's Residence 5517 N. Kenmore, 2nd Floor Chicago, IL Phone 1: 1(312)338-8485		Kathleen Corcoran		
YMCA of Chicago Chicago, IL				Single Room Occupancy housing; varied other services; health center
YWCA of Peoria (downtown) 301 NE Jefferson St. Peoria, IL				Provides child care for ages 2-12 and an emergency shelter for homeless men, women, and children. Shelter for men with families, not single men. 24 hr intake
YWCA of Peoria 1013 W. Lake Ave. Peoria, IL Phone 1: 1(309)685-7655				Provides child care for ages 2-12 and an emergency shelter for homeless men, women, and children. Shelter for men with families, not single men. 24 hr intake

APPENDIX 6 – ELIGIBILITY FOR FINANCIAL AID

Offense	Possession of Illegal Drugs	Sale of Illegal Drugs
First	1 year of ineligibility from date of conviction	2 years of ineligibility from date of conviction
Second	2 years of ineligibility from date of conviction	Indefinite period of ineligibility*
Third or more	Indefinite period of ineligibility*	Indefinite period of ineligibility*

**Under the law, an indefinite period of ineligibility continues unless your conviction is overturned or otherwise rendered invalid or you meet one of the two early reinstatement requirements specified above.*

APPENDIX 7 – SAMPLE RESUME

MARY GREEN

123 First Street
City, ST 20202
100.200.3000
MaryGreen@gmail.com

Profile

*Self-motivated, enthusiastic, disciplined, extremely hard working
Experienced with food service and preparation
Exceptional time-management skills
Excellent references*

Professional Experience

*Main Street Restaurant
Waiter, March 2010 - July 2012
Explained dishes on the menu to patrons
Took and relayed orders
Totalled meal costs and added taxes*

*Corner Cafe
Waiter, June 2007 - January 2010
Greeted guests and helped them to feel welcome
Took orders
Cleared tables and assisted in kitchen when needed
Assisted with inventory as needed*

Education

*Main High School, City, State
Completed 11th grade
Currently enrolled in GED program at Central Adult Education Program*

Additional Skills

*Worked in large, institutional kitchen, doing food prep and serving, September 2012 - June 2015
Proficient in Microsoft Office*

APPENDIX 7 – SAMPLE RESUME

MARY GREEN

123 First Street
City, ST 20202
100.200.3000
MaryGreen@gmail.com

September 10, 2012

Sally Jenkins
ABC Company
123 Main St.
City, ST 20202

Dear Ms. Jenkins,

I am writing to inquire about possible openings at ABC Company for a research assistant. I am interested in a senior level position offering the opportunity for travel and advanced research assignments.

As a professional administrative assistant with excellent research skills, I am eager to contribute my abilities and experience to ABC Company. Given my extensive training and background, I believe I can help ABC Company meet its goal of providing only the most accurate and timely information to its clients.

Please find enclosed my resume and a list of my references. Feel free to call me at 100.200.3000 to arrange a time to meet. I look forward to hearing from you.

Sincerely,

Mary Green

APPENDIX 8 – SEALING RECORDS

All misdemeanors can be sealed except for the following:

Driving Under the Influence (625 ILCS 5/11-501)
Reckless Driving (625 ILCS 5/11-503)
Domestic Battery (720 ILCS 5/12-3.2)
Violation of an Order of Protection (720 ILCS 5/12-3.4)
Soliciting a Sexual Act (720 ILCS 5/11-14.1) or Patronizing a Prostitute (720 ILCS 5/11-18)
Public Indecency (720 ILCS 5/11-30)
Any offense that requires registration under the Sex Offender Registration Act (730 ILCS 150)
Dog Fighting (720 ILCS 5/26-5)
Class A misdemeanors under the Humane Care for Animals Act (510 ILCS 70), such as beating or tormenting an animal, or abandonment

The following felonies can be sealed:

Class 4

Prostitution (720 ILCS 5/11-14)
Possession of Cannabis (720 ILCS 550/4)
Possession of Cannabis with Intent to Deliver (720 ILCS 550/5)
Possession of a Controlled Substance (720 ILCS 570/402)
Theft (720 ILCS 5/16-1)
Retail Theft (720 ILCS 5/16-25(a) or 720 ILCS 5/16A-3)
Deceptive Practices (720 ILCS 5/17-1)
Forgery (720 ILCS 5/17-3)
Possession of Burglary Tools (720 ILCS 5/19-2)
Offenses under the Steroid Control Act
Offenses under the Methamphetamine Precursor Control Act

Class 3

Theft (720 ILCS 5/16-1)
Retail Theft (720 ILCS 5/16-25(a) or 720 ILCS 5/16A-3)
Deceptive Practices (720 ILCS 5/17-1)
Forgery (720 ILCS 5/17-3)
Possession of Cannabis with Intent to Deliver (720 ILCS 550/5)
Possession with intent to manufacture or deliver a controlled substance (720 ILCS 570/401)

APPENDIX 9 – EMPLOYMENT RESOURCES

The Re-Entry Employment Service Program

The Re-Entry Employment Service Program (RESP) is an employment program dedicated to the formerly incarcerated or any individual with a criminal conviction who may need help finding employment. They provide services such as individual assessment, job preparedness workshops, assistance with Illinois JobLink, job referrals, resume prep, and more.

http://www.ides.illinois.gov/Pages/Re-Entry_Employment_Service_Program.aspx

Illinois JobLink

Illinois JobLink is an online database that links skilled job seekers to Illinois employers. After creating a profile, individuals see positions that match their qualifications. Employers can search candidates as well.

<http://illinoisjoblink.illinois.gov/ada/r/>

Illinois WorkNet

Illinois WorkNet is an online source for local and state resources and tools to help individuals achieve their training and employment goals. The website includes helpful information for exploring careers, finding job training, searching for jobs, preparing resumes, and improving your digital literacy.

<http://www2.illinoisworknet.com/>

American Job Centers in Illinois

A list of one-stop career centers in Illinois. These centers offer use of personal computers with internet access, copy machines, faxes, and telephones for job searchers. Some offer support services for building job skills, assessing career interests, and finding available jobs.

<http://www.servicelocator.org/Search/etaSearchOffice.asp?zip=&city=&state=IL&proximity=25&search=Search>

APPENDIX 9 – EMPLOYMENT RESOURCES

Association House of Chicago

Community Services integrates its basic needs, employment, career-oriented adult education and sector training programs into a Career Center where all participants have access to the resources they need to stabilize their lives, improve their skills, create individualized career plans, and find career-path employment linked to training. The Career Center serves un-and under-employed community residents, immigrants, youth, Chicago Housing Authority residents, the ex-incarcerated and dislocated workers: over 5,000 per year.

Contact:

Association House of Chicago

Community Center

1116 North Kedzie Avenue

Chicago, IL 60651

Phone: 773-772-717

Fax: 773-384-0560

Web Site: <http://www.associationhouse.org/>

Email: development@associationhouse.org

Career Advancement Network, Inc.

Career Advancement Network's "Career Passport" is a therapeutic model of job training for at-risk populations that allows instructors or counselors to combine proven business tools with work related counseling and psycho-education.

Contact:

Career Advancement Network, Inc.

20 E. Jackson, Suite 1000

Chicago, IL 60604

Phone: 312-356-9159

Web Site: www.canchicago.org/

APPENDIX 9 – EMPLOYMENT RESOURCES

The Cara Program

The Cara Program has evolved as not only a best-in-class job training and placement provider for individuals affected by homelessness and poverty, but also a vehicle for true life transformation.

Contact:

The Cara Program

237 S. Desplaines

Chicago, IL 60661

Phone: 312-798-3300

Web Site: www.thecaraprogram.org/

Email: info@thecaraprogram.org

Community Assistance Programs

Community Assistance Programs (CAPs) is a not-for-profit employment agency that provides employment training and job placement services. The tools to identify the skills and education you may need. Services include: interviewing techniques to help you win the job; transportation assistance and other allowable work-related expenses for those who qualify; paid work for on-the-job training; caseworker assistance; and methods to help participants get and keep the job.

Contact:

Community Assistance Programs

Administrative Offices (other sites)

11715 S. Halsted St.

Chicago, IL 60628

Phone: 773-468-1993

(Fax)773-468-1983

Web Site: www.capsinc.org/default.asp?contentID=1

Email: AskUs@Capsinc.org

APPENDIX 9 – EMPLOYMENT RESOURCES

Heartland Alliance for Human Needs and Human Rights

The Transitional Jobs – Re-Entry program places participants in subsidized employment for 20-30 hours per week at the minimum wage over a 3 to 6 month period. The program combines skill building and meaningful work experience with supportive services to successfully transition participants with felony convictions into the workforce. The program includes job readiness training to assist in resume preparation, interviewing skills, job leads, and a core curriculum to review job expectations.

Contact:

Heartland Alliance

1525 East Hyde Park Blvd.

Chicago IL 60615

Phone: 773.624.6148 X 1914

Fax: 773.324.9206 or 773.324.9207

Web Site: www.heartlandalliance.org/whatwedo/our-programs/directory/transitional-jobs-re-entry.html

Email: tjreentry@heartlandalliance.org

Howard Area Community Center

The Education and Employment Program is dedicated to helping adults acquire the academic, employability, and life skills they need to achieve meaningful employment and economic self-sufficiency. The program offers adult education classes and operates an Employment Resource Center that assists people with their employment needs.

Contact:

Howard Area Community Center

7648 N. Paulina Street

Chicago, IL 60626

Phone: 773.262.6622

Fax: 773.262.6645

Web Site: <http://howardarea.org/>

Email: info@howardarea.org

APPENDIX 9 – EMPLOYMENT RESOURCES

Illinois Employment and Training Centers

Illinois Employment and Training Centers offer career counseling, including personalized career planning, interest and skills testing, resume development, and interviewing skills assistance. Computers, printers, fax machines and copiers are also available for use in job searches.

Contact:

Workforce Development

Illinois Department of Employment Security

850 East Madison Street

Springfield, IL 62702

888-337-7234 (IDES Telephone Information System) or 888-367-4382 (IETC Offi

Web Site: www.ides.state.il.us/

Inspiration Corporation

Inspiration Corporation's employment project offers career services, employment preparation training, tuition subsidies, employer outreach, and job placement and retention services throughout Chicago.

Contact:

Inspiration Corporation

4554 N. Broadway

Suite 207

Chicago, IL 60640

Phone: 773-878-0981

Fax: 773-878-3114

Web Site: <http://www.inspirationcorp.org/>

Email: info@inspirationcorp.org

APPENDIX 9 – EMPLOYMENT RESOURCES

North Lawndale Employment Network

The North Lawndale Employment Network (NLEN) Resource Center Resource provides participants with tools and information that allow them to conduct a comprehensive employment search using Internet access, fax and photo-copy machines, and voicemail boxes. NLEN also participates in a transitional jobs program.

Contact:

North Lawndale Employment Network
Resource Center
3726 West Flournoy
Chicago, IL 60624
Phone: 773-638-1825
Web Site: <http://www.nlen.org/>

Phalanx Family Services

Phalanx helps people with criminal records developing marketable skills through On-the-Job Work Experience, Vocational Training, and Work & Life Readiness classes. They provide exclusive job development, placement, and retention services to help secure and maintain employment. They also encourage GED, ABE, and/or Literacy Education as important keys to employability and success.

Contact:

Phalanx Family Services
4628 W. Washington
Chicago, IL 60644
Phone: 773-261-5600
Fax: 773-261-5100
Fax: 773-779-1434
Web Site: www.phalanxgrpservices.org

APPENDIX 9 – EMPLOYMENT RESOURCES

Prison Action Committee/Community Re-Entry Program (CRP)

Prison Action Committee/Community Re-Entry (CRP) is dedicated to assisting returning citizens in making successful transitions back into family and community life. The CRP will create training and job opportunities for returning offenders, based upon their knowledge and skills. The program structure of the CRP consists of four components: Mental health development; GED/vocational training (specifically areas where people have obtained some training while in prison); job creation/business ventures; and low-income housing development.

Contact:

Prison Action Committee/Community Re-Entry Program
661 East 79th Street
Chicago, IL 60619
Phone: 773-874-7390
Fax: 773-874-7392
Web Site: www.members.tripod.com/TheFreedomTrain

Roosevelt’s University’s Life Skills Reentry Program in Chicago

Safer Foundation

The Safer Foundation is a not-for-profit community-based organization that works with people who have criminal histories to ensure their successful rehabilitation and return to the community. Safer offers peer-center teaching that focuses on education, job training, social skills, and job placement support. It also offers specialized case management and post placement support for a full year following job placement.

Contact:

Educational Services
Safer Foundation
609 West Adams
Chicago, IL 60661
Phone: 312-575-3271
Fax: 312-575-3274
Web Site: www.saferfoundation.org

APPENDIX 9 – EMPLOYMENT RESOURCES

St. Leonard’s Ministries

St. Leonard’s Ministries developed the Michael Barlow Center to provide education, training, and job placement services for formerly incarcerated men and women.

Contact:

St. Leonard’s Ministries
Michael Barlow Center
2120 West Warren Blvd.
Chicago, IL 60612
Phone: 312-738-1414
Fax: 312-738-1417
Web Site: www.slministries.org/

STRIVE Chicago Employment Service, Inc.

STRIVE provides the following programs: (1) Job Readiness Training Program, a free four-week training that prepares individuals to enter the workforce and build stable work histories; (2) Job Training and Economic Development (JTED) Health Care Industry, in which participants receive paid on-the-job training, certificate of completion, state certification and employee benefits (this program is not available to people with felony convictions or current drug use); (3) Fathers at Work Initiative, designed to assist non-custodial fathers with placement assistance, post-placement services, support services, and career advancement services; (4) Food Placement, a free four-week training program with Eurest Dining Services located at Roosevelt University, during which clients receive experience in Food Service, and receive a certificate of completion for each component successfully completed; (5) Hospitality Academy, a free high quality employment training to career oriented individuals who are seeking employment within the hospitality industry; (6) Women Focus Groups; and (7) a Walgreens Training Program, a partnership between STRIVE and Walgreens drug stores to provide on-site customer service/retail training.

Contact:

STRIVE South
4910 South King Drive
Chicago, IL 60615
Phone: 312-624-9700
Fax: 312-624-9734

APPENDIX 9 – EMPLOYMENT RESOURCES

STRIVE West

1116 North Kedzie Avenue
Chicago, IL 60651
Phone: 312-645-7300
Fax: 312-645-7301

STRIVE North

1927 West Howard Street
Chicago, IL 60626
Phone: 312-465-5900
Fax: 312-465-6604

Westside Health Authority

Westside Health Authority's Community Reentry and Employment Services Program helps Chicago's returning citizens successfully reintegrate back into their community by offering a family-like environment that provides assistance with supportive service, training and employment. Services include job placement, readiness training, and voicemail boxes.

Contact:

Westside Health Authority
5814-16 West Division Street
Chicago, IL 60651
Phone: 773-786-0226
Fax: 773-786-0238

Community Assistance Programs

Customized work services for ex-offenders.
11717 S. Halsted
Chicago, IL 60628
Phone: 773-568-1782 or 773-468-1993

APPENDIX 9 – EMPLOYMENT RESOURCES

Ford Heights Community Service Organization

For returning citizens and substance abuse recoveries. Services include: vocational training, life skills training, recovering coaching, spiritual counseling, pastoral counseling, peer counseling, employment coaching, transportation.

943 East Lincoln Highway

Ford Heights, IL 60411

<http://www.fhcsoi.org/access-to-recovery.html>

Transitional Training Services Inc.

Dedicated to equipping disadvantaged with high-quality training and counseling. Life skills training, education services, counseling services, more. Classes are held at Dawson Technical Institution

3901 S. State Street, Chicago

<http://ttrainingservices.com>

Illinois Welcome Centers

An initiative of the Illinois Department of Human Services, the Illinois Welcoming Center is a unique model that offers many state, community, health, employment training, and educational services in one location. These centers are less likely to provide resources themselves, but they may be useful for getting information about other resources.

<http://www.dhs.state.il.us/page.aspx?item=53209>

Jails to Jobs

Jails to Jobs, a Section 501 (c) 3 public charity, is an organization that gives returning citizens the tools they need to find employment. Website includes tips and advice for the job search.

<http://www.jailstojobs.org/>

Step Ahead: Career Planning for People with Criminal Convictions

This website helps returning citizens and soon-to-be-released incarcerated persons find career planning, training, and job search information.

<http://www.iseek.org/exoffenders/find-job/work-restrictions.html>

APPENDIX 9 – EMPLOYMENT RESOURCES

Criminal Record Repository

This is the agency individuals may contact to obtain a copy of their state rap sheet. The criminal record repository can also tell the individual who else is legally entitled to have access to his or her record.

Contact:

Illinois State Police, Bureau of Identification

Fee Processing Unit

260 North Chicago Street

Joliet, IL 60431

Phone: 815-740-5216

Web Site: www.isp.state.il.us/crimhistory/viewingchircds.cfm/

APPENDIX 10 – BENEFIT INFORMATION

Medicare

Medicare is health insurance that helps pay for preventive care, doctor visits, hospital stays, and prescription drugs.

You must be 65 years of age or older or under age 65 and meet the disability guidelines.

To apply, call the Social Security Administration at: 1-800-772-1213 and tell the operator where you live. You can also go to: www.socialsecurity.gov and click on the “Medicare” section. For information about Medicare Prescription Drug Coverage, call Medicare at: 1-800-MEDICARE (1-800-633-4227) or go to: www.medicare.gov. For help in your state, call the Illinois Senior Health Insurance Program (SHIP) at: 1-800-548-9034 (in- state) or 217-785-9021. To find a SHIP partner, go to: www.state.il.us/aging/SHIP/shipresources.htm.

Medicare Savings Programs

This benefit helps pay for some of your Medicare costs, which can include the Part A and B premiums, deductibles, and co-payments. The amount of help you get depends on your income and resources.

You must have Medicare and have limited income of around \$1,318 per month (single) or \$1,795 per month (married).

For more information about this program and to find out how to apply, contact your local Department of Healthcare and Family Services (HFS) at: 1-800-843-6154. To find your local HFS office, go to: www.dhs.state.il.us/page.aspx?item=27894 and under “Online Features” click on “DHS Office Locator.”

APPENDIX 10 – BENEFIT INFORMATION

Medicare Rx Extra Help

This benefit lowers the cost of your prescription drugs offered through Medicare Prescription Drug Coverage (Part D). The monthly premium, deductible, and co-payments you pay depend on your income and resources.

You must have Medicare and have limited income and resources. Your income must be less than \$17,235 a year and your resources must be less than \$13,300 if you are single. If you are married and living together, your income must be less than \$23,265 a year and your resources must be less than \$26,580.

To apply online, go to: www.socialsecurity.gov and click on the Medicare section. If you need help applying, call the Social Security Administration at: 1-800-772-1213.

For help in your state, call the Illinois Senior Health Insurance Program (SHIP) at: 1-800-548-9034 (in-state) or 217-785-9021. To find a SHIP partner, go to: www.state.il.us/aging/SHIP/shipresources.htm.

Illinois Rx Buying Club

The Illinois Rx Buying Club offers discounts on all prescription drugs. You will have to pay an annual enrollment fee of \$10 to get the discounts. Discounts are between 13% to 46% of the regular price. If you get Medicare Prescription Drug Coverage, you can use the Illinois Rx Buying Club to get a discount on drugs that are not covered by the Medicare Prescription Drug Coverage.

To get discounts from the Illinois Rx Buying Club, you must live in Illinois and have limited income.

For more information about this program and to find out how to apply, go to: www.illinoisrxbuyingclub.com.

APPENDIX 10 – BENEFIT INFORMATION

Medicaid

Medicaid helps make medical coverage more affordable and pays for services such as: hospital care (inpatient and outpatient), health center and clinical services, visits to your healthcare providers (including physician and nurse practitioner), lab tests and x-ray services, nursing home care, and prescription drug coverage (in certain cases). In addition, if you have Medicare, Medicaid may help pay for some of your Medicare costs.

You must have limited income and resources and be 65 years of age or older, blind, and/or have a disability. In some cases, you can get Medicaid if you have high medical bills. The income and resource guidelines can vary for the different types of Medicaid programs available.

For more information about this program and to find out how to apply, contact your local Department of Healthcare and Family Services (HFS) at: 1-800-843-6154. To find your local HFS office, go to: www.dhs.state.il.us/page.aspx?item=27894 and under "Online Features" click on "DHS Office Locator."

State Property Tax Assistance

Illinois has many programs that provide you with tax relief. Benefits can include property tax exemptions, deferrals, refunds, and assessment freezes.

Each property tax relief program has its own program guidelines. Some of the rules include age, income and resources, and Veteran's status.

To get more information about the programs and to find out how to get the benefit, contact your local county treasurer's office. You can also contact the Illinois Department of Revenue at: 1-800-732-8866 or 217-782-3336 or go to: www.revenue.state.il.us and under "Information For" click on "Property Tax."

APPENDIX 10 – BENEFIT INFORMATION

Low Income Home Energy Assistance Program (LIHEAP)

LIHEAP provides your household with a cash grant to help you meet your home heating and cooling costs. The grants are paid either directly to you or to your energy company. and/or have a disability. The income and resource guidelines can vary for the different types of Medicaid programs available.

To find your local HFS office, go to: www.dhs.state.il.us/page.aspx?item=27894 and under "Online Features" click on "DHS Office Locator."

You must have limited income to get LIHEAP. In addition, you must pay your own gas and/or electric bill (either directly or included with your rent).

How to apply: For additional information or help applying, contact your local Community Action Agency. To find your local office, go to: www.ildceo.net/dceo/Bureaus/Energy+Assistance/Community+Action+Agencies.

Telephone Assistance/Lifeline

Lifeline offers monthly discounts on your basic wireless or home telephone service. The discounts can include a lower phone bill or free wireless minutes.

You can get help if you have limited income or are enrolled in one of the following programs: Medicaid, Supplemental Security Income (SSI), Temporary Assistance for Needy Families (TANF), Low Income Home Energy Assistance Program (LIHEAP), Supplemental Nutrition Assistance Program (SNAP), and/or Public Housing or Section 8.

To get more information, call the Universal Services Administration Company at: 1-888-641-8722 or go to: www.lifelinesupport.org/ls.

APPENDIX 10 – BENEFIT INFORMATION

Supplemental Nutrition Assistance Program (SNAP)

This program helps you and your family buy food needed for good health. Each month, your state will put money onto a special debit card (called an EBT Card) so that you can buy food from most grocery stores. The amount of money you get on these cards depends on where you live, your household income, and how many people live in your household.

You can get nutrition assistance if your household has limited income and resources. The program rules are more generous if there is at least one person who is elderly (60 years of age or older) or has a disability living in the household.

For more information about this program and to find out how to apply, contact your local Department of Healthcare and Family Services (HFS) at: 1-800-843-6154. To find your local HFS office, go to: www.dhs.state.il.us/page.aspx?item=27894 and under "Online Features" click on "DHS Office Locator."

APPENDIX 10 – BENEFIT INFORMATION

Social Security

Social Security offers you a cash benefit based on your work history and the amount you paid into Social Security. The cash benefit helps you meet your needs due to loss of income as a result of retirement, disability, or death. You and your dependents or surviving spouse can receive the Social Security benefit. The benefit amount you will get depends on the earning records for the person who worked.

To get Social Security retirement benefits, you must have met the work requirements and paid into the Social Security system. You can get the Social Security retirement benefits starting as early as age 62. However, the benefit amount you get will be reduced if you take the benefit before you reach full retirement age.

To get the Social Security disability benefit, you must have become severely disabled while working. You can get this benefit at any age and must have met the work requirements. The number of quarters you will have needed to work depends on your age.

You can apply for Social Security online at: www.socialsecurity.gov and click on “Retirement” or “Disability.” You can also apply in person at your local Social Security office. To find your local Social Security office, go to: www.ssa.gov/pgm/reach.htm and click on “Find an Office” or call: 1-800-772-1213.

Supplemental Security Income (SSI)

SSI provides a cash benefit to you every month to make sure you have a minimum level of income so that you can pay for basic needs such as food, clothing, and shelter.

You may get help from this program if you are 65 years of age or older, blind, or have a disability. In addition, you must have limited income and resources. Some resources such as your home, car, and certain portions of life insurance and burial accounts may not be counted when determining whether you meet the program guidelines.

You must make an appointment at your local Social Security office to apply. You can find your local Social Security office by calling: 1-800-772- 1213 or go to: www.ssa.gov/pgm/links_ssi.htm.

REFERENCES USED

This book was compiled mostly by consulting widely with written materials, particularly websites, sifting through it all, and then reframing or re-writing it in ways that made sense to us and that we thought would be useful to individuals using the volume.

There were some instances in which we took language directly from websites. Please see below.

American Association of Retired Persons (Appendix 9 on Benefit Information)

Chicago Housing Authority (subsidized housing resources)

Cabrini-Green Legal Aid (information on expungements and clearing records)

Federal Interagency Reentry Council (helped us to identify reentry myths)

Illinois Legal Aid (information on expungements and clearing records)

U.S. Department of Education (Appendix 5 on financial aid eligibility)

U.S. Department of Labor

The photo used for this book's cover comes from *www.PublicDomainPictures.net*

ABOUT THE EDUCATION JUSTICE PROJECT

We are a unit of the College of Education at the University of Illinois, Urbana-Champaign. Since 2008, EJP has offered academic programs to individuals incarcerated at Danville Correctional Center in central IL. Our mission is to build a model college-in-prison program that demonstrates the benefits of higher education for incarcerated students, their families, their communities, the host institution, and society as a whole. We believe that a comprehensive college-in-prison program must engage with broad issues of criminal justice and incarceration. We believe it must also include assistance to students transitioning out of prison, to better ensure their continued success in college and life.

This reentry guide is a natural outgrowth of the work we do at the prison and of our concern for the wellbeing of our students, and others like them, who must try to make it on the outside upon release.

It took us 10 months to create this book. The core team consisted of a group of a committed, unpaid EJP members (U of I faculty and graduate students and community members) who met regularly in Urbana-Champaign; EJP alumni (formerly incarcerated EJP students) in Chicago who contributed to the structure and content of the volume; and our wonderful designers, Eileen Lagman and Aaron Sears. Thank you to Margareth Etienne for her input.

This project is ongoing. We plan to continue to edit, update, and correct this guide, and to issue a revised edition in fall 2016.

Please help us to correct errors and add more resources and useful information. Direct feedback to:

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We also welcome financial donations that will allow us to distribute this book throughout the state.

Thank you,

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